



CIVIL ENGINEERING ASSOCIATES, INC.

10 Mansfield View Lane
South Burlington, VT 05403

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Project Manager

About the Position

CEA's South Burlington, VT office, is seeking an experienced Civil Engineering Project Manager. The successful candidate will work with our team of professionals to support all aspects of site/civil engineering for public and private site and infrastructure projects, including grading and drainage design, utility design, and stormwater system design. Projects include urban infill projects, ski resort and recreation projects, residential and commercial projects, and industrial facilities.

Responsibilities

- Work within an integrated team of engineers, environmental scientists, and landscape architects to develop site/civil engineering plans and specifications for a wide range of public and private projects with a focus on sustainability and resiliency
- Attend meetings with clients, regulatory agencies, and stakeholders to establish their needs and discuss design/permitting issues
- Manage tasks and projects and monitor project financial performance
- Engage in business development and client relations-building activities
- Carryout risk assessment.
- Prepare design plans from schematic design through construction documents, prepare permit applications and supporting materials, and write technical report.
- Assist in the preparation of permitting, design, and construction documents
- Mentor junior team members
- Supervise, plan and coordinate work activities.

Skills and Attributes

- Ability to think critically and creatively in a team-focused environment
- Excellent verbal, written, and interpersonal communication skills
- Skilled in project and client relationship management
- Experience preparing graphics and maps
- GIS, HydroCAD, and StormCAD experience a plus
- Self-motivated
- Attention to detail

Qualifications

- BS in Civil Engineering (a master's degree may be substituted for 1-2 years of experience)
- 8-11 years of professional site/civil engineering experience required, including consulting/private sector experience
- 11+ years' experience preferred
- PE license required
- AutoCAD Civil 3D experience

Please email Cover Letter and Resume to amy@cea-vt.com or mail to:

Amy Marks
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10 Mansfield View Lane
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