

Project Manager – Land Development Department

McClelland Consulting Engineers, Inc. is seeking a Project Manager to join our Land Development Department in our Fayetteville office. The Project Manager designs construction projects dealing with Land Development projects such as site design for new buildings, recreational facilities, trails, drainage and other site related projects. Additionally, the Project Manager monitors progress and performance against the project plan. Provides input to strategic decisions that affect the functional area of responsibility. May give input into developing the budget.

RESPONSIBILITIES

- Develop construction documents for site development projects using AutoCAD Civil 3D. Construction document sets include site planning, grading and drainage, utilities, erosion control, plan sheets and applicable details.
- Coordinate with the project team to develop and complete projects on time and on budget.
- Complete plan review comments from internal quality control processes and from the city review process.
- Prepare written communications, applications and reports.
- Review and implement municipal zoning ordinances, geotechnical reports, as well as state and federal codes to ensure project compliance.
- Work in partnership with engineering staff to identify opportunities and constraints for development sites, assist in municipal meetings and submittals, and complete plan revisions as needed to obtain project approval.
- Preparing for, attending and leading meetings with internal and external clients.

PRIMARY & ESSENTIAL FUNCTIONS

- AutoCAD
- 3D modeling including grading plans
- Initiative
- Creativity
- Problem solving
- Planning
- Time management and meeting deadlines
- Strong communication, writing, technical and analytical skills
- Strong work ethic
- Exercising independent judgement

QUALIFICATIONS & SKILLS

- Bachelor's degree in Civil Engineering or Landscape Architecture (Strongly Preferred)
- Professional engineering license in the State of Arkansas, or ability to obtain a license within the next 12-18 months (Preferred)
- Strong oral and written communication skills
- CAD certification/training /education in lieu of experience is acceptable
- Shall have knowledge of commonly-used concepts, practices and procedures within the engineering field

COMPETENCIES

- AutoCAD Civil 3D or equivalent
- Microsoft Office
- Ethical Conduct
- Time Management
- Organizational Skills
- Personal Effectiveness/Credibility

REQUIRED EDUCATION & EXPERIENCE

- Bachelor's Degree in Civil Engineering or Landscape Architecture (Strongly Preferred)
- At least one year of CAD design experience preferred
- Proficiency in AutoCAD Civil 3D (Strongly Preferred)
- Full range of visual depth perception and the ability to distinguish colors

About MCE

MCE is a regional, multidisciplined engineering consulting firm with more than 130 employees throughout four offices in Little Rock, Fayetteville and Fort Smith in Arkansas, and Tulsa, Oklahoma. We are focused on providing exception customer service by committing our time, energy and professionalism to complete projects that enhance the quality of life, improve infrastructure and offer positive economic impacts to improve the communities where we serve, live and work.

MCE is an equal opportunity employer offering a competitive benefits package and opportunity for career growth.