



1220 Ruston Pass | Fort Wayne, IN | 260-485-7077

Project Manager

Overview: Our project managers are responsible for overseeing transportation and infrastructure related projects. The individual we are seeking is a senior level project manager with the ability to work and be a part of a dynamic, growing team – serving as an organizer, a leader and liaison to multiple clients.

- **Employment Type:** Full Time
- **Locations:** Fort Wayne Area, Valparaiso, Porter County, and Surrounding Area (Remote/Hybrid Work Options Available)
- **Duties & Responsibilities:**
 - Interact with and engage current or potential clients, representing A&Z as a prospective partner. Must have leadership qualities.
 - Specializes in civil/transportation field with the ability to develop project plans that identify resources and budgetary needs.
 - As primary point of contact, assume responsibility for responsiveness to client, subconsultant, and contractor requests and questions that develops positive business relationships. Plan, execute, and deliver projects that are tailored to meet client expectations.
 - Complete the plan development process (reviewing of land surveys, assess project estimations and budgets, inspect and assess existing project conditions, create or review design plans, identify and solve potential safety issues, red flags, or other obstacles.)
 - Oversee and mentor our young design staff and others while hosting weekly project meetings.
 - Prepare reports and attend meetings that include project progress, job status, and costs on a weekly or biweekly basis.
 - Prepare work schedules and allocate resources, as well as supervise junior engineers, construction managers, workers, technicians, and contractors.
 - Evaluate financial performance of projects, staff oversight and direction, Auto-CAD Civil 3-D is a plus. Reviews of design, plan details, technical specifications, estimating, quantity calculations, technical reports, permitting, shop drawing review, and engineering analyses.
 - Ensure project documentation and reporting are accurately maintained.
 - Act as a team resource on complex engineering issues.
 - Provide content and information for the preparation of engineering proposals for a variety of projects.
 - Other project and supervisory duties as assigned.
 - Provide feedback, advice, project updates and encouragement to the team.
 - Ability to multitask and manage multiple projects/clients concurrently.
- **Qualifications:**
 - Required:
 - 10+ years of experience
 - BS in Civil Engineering
 - Exceptional written and verbal communication skills
 - Preferred:
 - Professional Engineering License (P.E.) preferably in Indiana