



Service Disabled Veteran Owned Small Business

Development Engineer (Project Manager) **POSITION DESCRIPTION**

SUMMARY:

Plans, directs, coordinates and administers engineering and construction activities of designated projects to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters. Review engineering and construction project documents and insure design team, contractor and subcontractor compliance. Evaluates proposals and contracts for adherence to client and designer requirements. Responsible for job profitability, project start-up, budget tracking, schedule development and adherence, correspondence with project team, quality of work, training of project coordinator and project assistant staff, applications for payment and project closeout. Responsibilities of project superintendents and managers on contemporary construction projects, responsible for company AutoCAD and Engineer Technicians.

ENGINEERING:

Engineering Design:

- Research Jurisdictional Storm Water Design Requirements
- Research Jurisdictional Water Design Requirements
- Research Jurisdictional Sanitary Sewer Design Requirements
- Prepare Conceptual Storm Water Design Plans
- Prepare Conceptual Water System Design Plans
- Prepare Conceptual Sanitary Sewer Design Plans
- Research Jurisdictional Grading and Temporary Erosion Control Design Requirements
- Prepare Conceptual Grading and Temporary Erosion Control Design Plans

Site Observation:

- Verify on-site Utility As-Built Drawings for Accuracy
- Verify on-site Conceptual Site Plans for Site Conflicts
- Verify on-site Conceptual Utility Plans for Utility Conflicts
- Verify on-site Engineering Plans for Development Conflicts

COST ESTIMATING:

Construction Cost Estimates:

- Perform Engineer Cost Estimating
 - Grading
 - Temporary Erosion Control
 - Sanitary Sewer Systems
 - Water Systems
 - Storm Systems
 - Road Systems
 - General Site Construction Cost

Development Review:

- Review Engineering Plans for Development Issues
- Review Engineering Plans for Cost Reduction Capabilities

Project Management:

Project Management Scheduling:

- Research and Prepare schedules based on City Code and Consultant Time Requirements
- Update and Publish Monthly Project Schedules
- Maintain 100% status of Project Schedules

Meetings:

- Schedule and coordinate assigned project Design/Construction Team Meetings
- Prepare Meeting Agendas
- Prepare Meeting Materials and Meeting Rooms
- Prepare and Distribute Meeting Minutes
- Meeting Scribe
- Attend Project Design Team Meetings

Budgets:

- Research and Prepare Project Budgets based on City Fee Schedules, Sub-Consultant Fees, Construction Cost Estimates and Associated Development Costs.
- Update and Track Project Budgets
- Publish Monthly Project Budget Reports
- Coordinate and Track Sub-Consultant Billing
- Coordinate and Track Project Specific Expenses
- Prepare and Process Monthly Project Billing
- Prepare Development Cost Estimate

Project Coordination:

- Coordinate and Track Sub-Consultants Tasks
- Coordinate and Track Jurisdictional Permits
- Prepare and Publish Monthly Project Status Reports
- Prepare and Maintain Job Books
- Prepare and Maintain Job Files
- Track and Follow-up on Project Tasks and Suspense's
- Keep Design Team Members Informed of Project Status and Maintain Flow of Project Information
- Process and Track Jurisdictional Requests for Information
- Process and Track Sub-Consultants requests for Information
- Jurisdictional Development Code Research
- Project organization
- Project documentation
- Progress measurement
- Concepts of partnering and total quality management
- Change order, claims and submittal processing
- Cost control

Clerical Support:

- Word Processing (Word, Excel, Outlook)
- Filing
- Reproduction
- Report Preparation
- Cover Letter/Transmittal Letter/FAX Transmittal Preparation
- Faxing/Copying/Typing/Filing/Phone/Scanning
- Internet Research

Office Support:

- Documentation Distribution/Delivery/Pick-up
- Jurisdictional Research
- Reproduction/Photo/Permitting Delivery/Pick-up/Processing
- Coordinate out of Reproduction Support
- Coordinate FedEx and Courier Support
- Exhibit Preparation (Power point slides)

FEASIBILITY STUDIES SUPPORT:

Initial property research is important for the feasibility determination of a proposed project. Abbey Road Group Land Development Services Company provides the following services associated with property research.

- Coordination with local jurisdictions including cities, counties, and sub-consultants
- General development restrictions
- Transportation/access requirements
- Feasibility studies prepared at four different levels

- Initial site inspections for project feasibility
- Sensitive areas research Zoning & comprehensive plan research
- General property research & characteristics
- Title report research identifying any easements or encumbrances
- As-built drawing research

SITE PLAN DESIGN SUPPORT:

Provides engineering related (utilities/grading/road sign requirements/recommendations) site planning for single and multi-family facilities, as well as retail, commercial and petroleum facilities, restaurants, markets, commercial office buildings and several other specialized uses. Our staff is current with the latest design alternatives so that we can provide innovative solutions that are both practical and cost effective to our clients. Also you will assist the Land Development Manager in the setting up of the company standards and business plan of the company. Our creative staff can design to meet the needs of the owner and adjacent communities.

AutoCAD / TerraModel Work:

- Plot to Scale AutoCAD Drawing
- Perform Cost Estimate take-offs utilizing AutoCAD
- Adjust AutoCAD Layer
- E-mail AutoCAD Files
- Provide backup AutoCAD Drafting Design Support
- Civil 3D 2016 to 2018

PERMITTING TASK:

Obtaining permits in a timely manner is one of our most important functions for land development design. Jurisdictions require developers and builders to obtain permits for each phase of land development and construction activity. Permits ensure that the project complies with all applicable regulations and standards of the appropriate jurisdiction. Abbey Road Group Land Development Services Company provides the following services associated with project permitting:

- Clearing and grading permits
- Environmental checklists (SEPA)
- Conditional Use Permits (CUP)
- Building permits
- Subdivision/plat applications
- Planned Unit Development (PUD)
- Policy and regulatory analysis
- Forest practices permits (DNR)
- Miscellaneous permits (e.g.: use permits)
- Coordination with jurisdictions including cities, counties, Department of Fish and Wildlife, Department of Natural Resources, and Department of Ecology
- Code information/research
- Permit preparation/submittal
- Public hearings

- Demolition permits
- Site development permits
- Hydraulic Project Approval (HPA) permits
- Joint Aquatic Resource Application Permits (JARPA)
- Army Corps of Engineers Permits
- Variances

PERMIT TRACKING AND PROJECT MANAGEMENT:

The complex permitting process can benefit from continuous follow-up and tracking. Abbey Road Group Land Development Services Company provides the necessary coordination for permit tracking and Land Development project management processing:

- Permit coordination and follow-up
- Coordination between cities, counties, sub consultants, and other agencies.
- Client coordination and update.
- Development of Project Timelines utilizing the Microsoft Project Management System.
- Contract Management. Insuring the clients is getting the A Quality design for a Reasonable Price.
- Budget Management. Insuring the client is getting the A Quality design for a Reasonable Price.
- Budget Management of projects. During all phases of permitting and construction

CONSTRUCTION SUPPORT TASKS:

Site Constructability Review:

Will review prepared survey, geotechnical, sensitive area, engineering, site plans, grading, utility, off-site improvement, landscape, structural retaining wall, engineering plans, calculations, notes, details, specifications, reports, SEPA/EIS documents and designs as provided by the client. The purpose of the review will be to determine the following, and to prepare information pertaining to the site in support of the development plan. The evaluation may include meeting with the Client, Architect, General Contractor, City, County, Utility District and Design Team Members, as required.

Site Value Engineering Review:

Will review prepared survey, geotechnical, sensitive area, engineering, site plans, grading, utility, off-site improvements, landscape, structural retaining wall, engineering plans, calculations, notes, details, specifications, reports, SEPA/EIS documents and designs as provided by the Client. The purpose of the interview will be to determine the following information, and to prepare information pertaining to the site in support of the development plans. The evaluation may include meeting with the Client, Architect, General Contractor, City, County, Utility District and Design Team Members, as required.

Site Cost Analysis Review:

Will review prepared engineering plans, site plans, grading and utility plans, off-site improvement requirement plans, landscape plans, structural engineering plans, engineering plans, calculations, notes, details, specifications and reports. The purpose of the review will be

to determine the following information and to prepare information pertaining to the site project Cost Estimate. The evaluation will include the review of the project cost estimate including the following (Storm Drainage, Water, Sanitary, Grading, Roads and site Improvements) areas.

Construction Observation and Assistance:

During the construction phase of the project will observe construction, provide construction observation reports, attend site construction meeting and keep the Director of Land Development Services and the client informed off any and all issues that affect safety, cost, quality or the schedule of the project. Will also assist the general contractor in regards to site design issues and coordination with jurisdictional agencies as required.

POSITION SPECIAL REQUIREMENTS:

EDUCATION REQUIREMENTS:

- A 4-year degree with 5 years' experience in the Land Development Field or 2-year degree with 10 years' experience in the Construction/Planning/Project Management fields.

SPECIAL SKILL REQUIREMENTS:

- AutoCAD
- Construction Management
- Engineer Design
- Value Engineer
- Project Management
- Contract preparation and Negotiation
- Project Cost Estimating
- Surveying Skills and Knowledge
- Technical Writing
- TESC Inspection
- Public Speaking
- Water quality testing
- Advance Mathematics
- Advance Computer
- AutoCAD Drafting
- TerraModel Drafting
- Site Construction Knowledge (Storm Drainage Water, Sanitary, Grading, Roads and site Improvements)
- Cost Estimating
- Meeting Organization and Coordination

EXPERIENCE REQUIREMENTS:

- 5-years Civil Engineering Design
- 10-years Construction Experience (hands-on)
- 5-years Development Planning and Permitting Experience
- 1-year Accounting Skills
- 5-years Public Presentation/Communication

- 5-year job costing skills

COMPUTER SKILL REQUIREMENTS:

- Microsoft Office (Word, Power Point, Excel)
- AutoCAD 14 (+)
- TerraModel

MINIMUM GENERAL QUALIFICATIONS:

- 4-year Construction Management degree or 8 years' equivalent experience. Education and experience should include exposure to structural analysis and design, construction methods and materials, mechanical and electrical systems, safety, estimating, project planning and control, project management, and business and management.
- Engineer In Training (EIT) License or Civil Engineer License (PE)
- Construction industry experience required.
- Basic knowledge of computer programs (Word, Excel, PowerPoint, and internet)
- Communication Skills
- Basic knowledge of AutoCAD functions

RECOMMENDED CONTINUING EDUCATION:

- 24 hours' professional development courses
- 8 hours' computer skills courses
- TESC Certification
- AutoCAD / TerraModel Training classes
- Construction/Land Development Courses
- Experience in the Construction/Land Development Industry

SUPERVISOR: Director of Engineering Services

WORK HOURS: 40 hours per week

POSITION: Full Time

HOURLY/SALARY: \$55,000 to \$75,000 per year (Depending on Qualifications)

BENEFITS:

- 7 Days Paid Holidays
- 3 Weeks Paid Time off per year for vacation and sick (once accrued)
- \$50.00 per week paid benefits for the staff members Medical Insurance
- \$25,000 Term Life Insurance Policy
- Accidental Death & Dismemberment Policy

Advertisement:

The Abbey Road Group Land Development Services, LLC, a fast-paced Land Development Services Company in Puyallup, Washington and is looking for a well-organized and professional person to perform Development Engineer.

Duties will include contract preparation, project research, administrative tasks, project coordination and providing back-up for our project management system administrator.

The ideal candidate is a confident self-starter with a can-do attitude. Attention to detail with a focus on efficiency will be necessary to excel in this position. Candidates must be able to work in fast paced and stressful situations with calmness and flexibility.

Professional writing, typing, grammar, computer and communication skills are a must. Applicants must be well organized and capable of performing daily word processing, contract preparation and general administrative functions such as typing mailing, copying, faxing and filing.

Full-time position with benefits. Please email or mail your resume with a cover letter, reference list and salary history/requirements. Please email responses to abbeyroad@abbeyroadgroup.com or mail to PO Box 1224, Puyallup, WA 98372

S:\HUMAN RESOURCES\Job Descriptions\Development Engineer Job Description 2016.docx