

Project Manager (Kirkland, WA)

CPH has an immediate opening for a **PROJECT MANAGER**. The successful candidate will be responsible for a variety of projects and multidiscipline design teams. This position is one especially suited for a confident individual with the proven aptitude, experience, and desire to advance. CPH rewards driven individuals with opportunity and the support and mentorship of respected industry veterans. At CPH, you will be encouraged to pursue your professional career goals at a pace that you choose and that you show you can be successful.

CPH's mission is to always provide a higher level of service to our clients and the community. We accomplish this by empowering individuals with the latest tools and technology, access and mentorship of senior leaders that are respected industry veterans, and the support of a collaborative multidiscipline team. The **PROJECT MANAGER** is a full-time position for a professional who desires to continue to advance their project management experience while also contributing to the strategy and execution of the growing our established business and reputation by:

WHAT YOU BRING TO THE CPH TEAM

- 10+ years of professional experience in land development or municipal engineering
- BSCE and professional civil engineering certification (PE) in Washington preferred or BS/BA in planning or construction management fields with applicable practical experience executing civil/site development and municipal infrastructure design, permitting, and construction projects
- Experience identifying needs, assembling design teams, and managing design staff and multidiscipline consultant team members to complete design, permitting, and construction document deliverables for complex land development or municipal infrastructure projects
- Strong written and oral communication skills, computer skills, and proficient use of Microsoft Office software programs, including Word, Excel, and Microsoft Project
- Consistent focus on clarity, accuracy, and completeness of work product
- Experience with civil engineering design for civil site or municipal infrastructure preferred
- Familiarity with current design software such as AutoCAD Civil 3D and ArcGIS preferred
- Local agency design and permitting experience preferred, but not required
- Desire to contribute to and experience an energetic and enjoyable team environment

EXPECTATIONS AND OPPORTUNITIES FOR YOU

- Communicate, coordinate, and maintain strong relationships with Clients, subconsultants, and agency partners
- Coordinate, communicate, and provide direction to design engineers, drafting and administrative staff, and subconsultants for specific project tasks, deliverables, and deadlines
- Prepare technical reports, correspondence, and other communications for clients and agency regulators
- Understand and identify regulatory requirements and design standards as they apply to a variety of project types for strong project direction and quality control
- Prepare and/or manage the preparation of land use entitlement and other agency permitting documents including exhibits, applications, and narratives
- Prepare and maintain project budgets, complete monthly invoices, and communicate to client
- Assist with marketing and business development including preparation of project scopes of works and fees and written approach and understandings for proposals and statement of qualifications
- Maintain and establish positive and long-term client relationships with a focus on a higher level of service

COMPENSATION (FULL TIME)

- Competitive hourly pay rate
- Paid overtime (1.5 x base hourly pay rate)
- Paid Personal Time Off (PTO) and Holidays
- Performance Bonus Profit Distributions
- Medical and dental benefits paid 100% for employee and portion of family
- Managed retirement account with employer matching contributions

CPH Consultants is an equal opportunity employer.