

Project Manager (Kirkland, WA)

CPH is looking for an experienced, motivated, and detail-oriented **Project Manager**. The successful candidate will be responsible for leading multidisciplinary design teams on a variety of land development and municipal infrastructure projects.

YOUR ROLE

- Coordinate and provide direction to design engineers, drafting and administrative staff, and subconsultants on project tasks, deliverables, and deadlines
- Prepare technical reports, correspondence, and other communications for clients and regulatory agencies
- Understand, identify, direct, and provide quality control for regulatory requirements and design standards as they apply to a variety of projects
- Prepare/manage completion of land use entitlement and permitting documents including exhibits, applications, and narratives
- Prepare, track, and maintain project budgets and complete monthly invoicing
- Assist with marketing and business development including writing technical sections of proposals and preparing scopes of work and fees
- Maintain and establish positive and long-term client relationships with a focus on a higher level of service

WHAT YOU BRING

- 8+ years of professional experience in land development or municipal engineering
- BSCE and professional civil engineering registration (PE) in Washington, 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 teams, and managing internal staff and subconsultants to complete design, permitting, and construction document deliverables for complex land development or municipal infrastructure projects
- Strong written and oral communication skills and proficient in use of Microsoft Office software
- Focus on clarity, accuracy, and completeness of work product
- Familiar with current design software such as AutoCAD Civil 3D and ArcGIS preferred
- Knowledge of hydrologic and hydraulic modeling software including WWHM, MGS Flood, HEC-HMS, TR-55/NRCS based software, HEC-RAS, SWMM, or others
- Local agency design and permitting experience preferred

COMPENSATION (FULL-TIME)

- Competitive hourly pay
- Paid overtime
- Paid personal time off and holidays
- Performance-based bonus program
- Medical and dental benefits paid at 100% for employee, plus a portion of family
- Managed retirement account with employer matching contributions

WHY CPH?

Founded in 2005, CPH offers an inclusive work environment with a focus on providing a higher level of service and design to our clients and the communities we serve. We accomplish this by empowering individuals with the latest tools and technology, access to and direct mentorship by senior leaders who are well respected in the industry, and the support of a collaborative multidisciplinary team. The **Project Manager** is a full-time position for an individual who desires to improve their technical skills, interact directly with clients and outside consultants, produce exceptional work, and contribute positively to an established team of professionals. CPH equips all employees with the technology necessary to successfully work remotely—for a healthy team now and to provide flexibility and aid in finding a work/life balance in the future.

CPH Consultants is an equal opportunity employer.