

Title: Project Manager – Stormwater/Water Resources
Exempt Status: Exempt



Position Status: Full-Time

Company Conformance Statements

In the performance of their respective tasks and duties, all co-workers are expected to conform to the following:

- Exhibit Affinis values daily (balance, collaboration, excellence, servant leadership, trustworthiness).
- Perform quality work within deadlines.
- Interact professionally with co-workers, clients and colleagues, always striving to find ways to make their lives easier
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other co-workers and organizations.
- Exhibit regular and predictable attendance as this is an essential function of the job.
- Affinis expects a higher standard of conduct by our co-workers than merely what is required under the laws prohibiting harassment, discrimination or retaliation.

Responsibilities/Duties/Functions/Tasks

- Project administration – Review scope of services and desired deliverables for each project and develop a task list to review with project engineer(s) prior to starting work. Work with client to obtain payment for extra work requested outside of contracted scope of services. Review preliminary invoices and send to accounting. Spot check weekly client status report for content and accuracy.
- Coordination with survey group – Handle survey work requests for all information needed on project. Work with survey personnel to determine the appropriate amount of information necessary to perform the engineering task.
- Project management – Review and approve preliminary design drawings, design development, and identify potential design problems as early as possible. Coordinate solutions with the design team. Attend and run project related meetings with clients, stakeholders, and local approving agencies. Maintain regular contact with clients to ensure satisfaction. Develop ways to improve efficiency. Manage responsibilities and workload to meet deadlines and schedules.
- Quality control – Assure appropriate QA/QC is completed on all project documents. Respond to construction-related problems as quickly as possible. Coordinate with construction services &/or company management as needed.
- Co-worker supervisor – Mentor and provide direct hands-on assistance when teaching new design elements including oral and writing skills. Review and approve time sheets of direct reports and submit to accounting. Review project schedule and budget on a weekly basis. Prepare project schedules for engineering technicians and project engineers. Supervise team members.
- Business development – Establish contacts and maintain relationships with new prospects and existing clients. Serve as principal client contact when necessary. Advise other principals on actions, schedules, prospects, and related activities on a continual basis.
- Request for qualifications (RFQ) and proposal preparation – Identify leads for potential projects. Lead technical writing for RFQ submittals and collaborate with proposal coordinator in completing a

submittal to specified requirements and schedule. Negotiation of project scope, developing manhour estimates, and project schedule.

- Professional Involvement – Actively participate in professional and community organizations.

Qualifications, Education & Experience

- BS in Civil Engineering from an accredited university.
- Professional licensed engineer in the state of Kansas and Missouri or have the ability to obtain a license withing 3 months.
- Minimum of 15 years' experience in the consulting industry with a strong technical background in stormwater and water resources engineering design projects.
- Must be capable and experienced in managing and performing projects in a fast-paced environment, and be successful at creating long-lasting relationships with co-workers, clients and colleagues.
- Thorough working knowledge of water resource design and engineering techniques in accordance with current client standards including local public agencies, KDOT, MoDOT, USACE and other government agencies.
- Proficient in HEC-RAS, SWMM, HY-8 and other water resource design software.
- Proficient with Microsoft Office Suite or related software.

Work Requirements

- Monday through Friday, 8-5 p.m. with flexible working hours.
- Overland Park, KS office location. Could entail field work with occasional overnight travel.

Affinis Corp does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, genetic information, status as a veteran, or any other characteristic protected by law. In addition to a commitment to provide equal employment opportunities to all qualified individuals, Affinis Corp has established an affirmative action program to promote opportunities for individuals in certain protected classes throughout the organization.