



Title: Office Leader

Exempt Status: Exempt

Position Status: Full Time

Location: Lincoln, NE or Omaha, NE

Performance Expectations:

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.
- Exhibit a higher standard of conduct than merely what is required under the laws prohibiting harassment, discrimination, or retaliation.
- Thrive in a collaborative team environment applying critical thinking to deliver solutions.

Responsibilities/Duties/Functions/Tasks:

- Build Affinis services in Nebraska with planned support from headquarters in Overland Park, KS and limited support in Lincoln, NE.
- Collaborate and participate in the workload goal setting for the Nebraska office
- Collaborate with Overland Park leadership to create a tailored plan for each client with actionable items for co-workers and partners. Expected outcomes: build Affinis client relationships, pursue win work, deliver holistic services, and retain clients.
- Implement/execute best practices for qualifying leads to position for future work.
- Identify and assign resources to support practice skills. Coordinate with team leaders and HR to recruit talent for needed skills.
- Manage projects, design, and QA/QC functions as needed.
- Troubleshoot resource bottlenecks, track all projects, billing, metrics and financials and scheduling.
- Identify, design, and implement an office strategy using engineering practices and technology to resolve challenges for communities.
- Identify, lead, develop, train, and cultivate team leaders. Empowerment with support.

Qualifications, Education & Experience:

- Bachelor of Science in Civil Engineering from an ABET-accredited college or university.
- Professional licensed engineer in NE.
- 15+ years of related experience with a strong technical background in design.
- Design experience with AutoCAD Civil 3D or MicroStation ORD preferred.

- Strong verbal and written communication skills.
- Business development experience with ability to cross-sell disciplines.

Work Requirements:

- Monday through Friday.
- Flexible working hours
- This position could require additional work outside of regular hours as necessary to fulfill the requirements of the position.
- Travel will be expected throughout Eastern NE, dependent on project locations.
- Occasional travel is expected to headquarters in Overland Park, KS, up to 10% for the first year.

Competitive salary and comprehensive benefits. For consideration send resume with salary requirements to recruiting@affinis.us.

Affinis Corp provides equal employment opportunities to all co-workers and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.