

## Project Manager – Land Development

Stahl Sheaffer is currently seeking to hire a **Project Manager** to join our land development team at one of our Pennsylvania office locations in either Clearfield, State College, Pittsburgh, or Harrisburg.

### Land Development Project Manager Responsibilities:

- Lead civil designers and junior engineers in their performance of tasks and assignments
- Prepare proposals and manage clients and design team consultants
- Manage and oversee project budgets and invoicing
- Monitor and report the status, progress, and costs of assigned projects
- Assist with Land Development marketing initiatives
- Interpret scope-of-work documents and plan staffing, effort, and resource needs
- Present plans, studies, and findings to municipalities, clients, and project teams
- Review plan submittals for quality standards
- Author studies and inspection reports
- Perform analyses, design calculations, and field inspections
- Prepare and review plans, specifications, and associated project design requirements
- Provide license seal for final construction plans and bid documents

### Land Development Project Manager Required Experience:

- Independent project management experience including budget preparation, proposal development, and client coordination
- Strong organizational and management skills
- Knowledge of land development design and approval processes and technical requirements, including:
  - Site, Grading, Utility, and Stormwater Design
  - Zoning and Subdivision
- Proficient working knowledge of Civil 3D and related CAD or design software
- Stormwater management software (HydroCAD, VTPSUHM)
- Project management software applications and scheduling tools
- Microsoft Office Suite including Word, Excel, and PowerPoint
- Excellent oral, written, and interpersonal communication with co-workers, clients and the general public

### Minimum Requirements for the Land Development Project Manager Position:

- Bachelor of Science in Civil Engineering
- Licensed Professional Engineer in the State of Pennsylvania
- Ten years of progressive experience designing projects and managing staff
- The ability to obtain state and federal background clearances to permit working on-site when necessary
- A valid driver's license and daily access to a motor vehicle