

## Firm Description

Interested in being a creative problem solver, having fun while doing it, and working in one of the top 25 Most Livable Cities in Washington State? Since 2001, Dibble Engineers, Inc. (DEI) has experienced solid growth and continues to increase our market sectors to serve our ever expanding client base. We are currently a full-service structural engineering firm located on Market Street, in Kirkland, with a goal to add a civil engineering department. We are a dynamic team with a strong ever-expanding client base that will be supported with civil engineering services. Our culture supports the pursuit of excellence to engage and inspire the best professionals in our industry.

## Job Description

We seek to hire a **Civil Engineer Manager** who will be responsible for overall technical quality within their department and support the development of design discipline staffing to meet the needs of the firm in terms of numbers, experience, and professional qualifications.

**General responsibilities** include but are not limited to the following:

- Performing Department Manager duties as assigned
- Coordinate permitting with local jurisdictions.
- Facilitate communication of the impact of design/scope decisions on the department level of effort, project schedule, construction cost, and quality of the final product. Review performance, status, budgets, and organization of the project documents.
- Assure that the department standards are being utilized efficiently. Facilitate the improvement of the standards and include training in the departmental guidance. Help introduce new employees to the standards.
- Review performance, status, budgets, and organization of the project documents.
- Provide construction support services.
- Monitor professional development of staff members to assure that individuals are being technically challenged in a productive manner and maintain their technical abilities.
- Encourage the use of software tools to enhance the efficiency of team members. Evaluate alternative tools as they become available. Provide opportunities for training as required.
- Inspire mentoring within the department and serve as an example for future leaders. Identify roles for members of the department to aid in their professional growth.
- Encourage "lessons learned" and internal communication to help prevent recurring issues. Discuss reviews with designers and reviewers to identify quality trends.
- Working with, responding to, and taking direction from firm Owner and Senior Management Team
- Assist in marketing and business development activities
- Assist in preparing proposals and participating in contract negotiations
- Assign department staff to project teams
- Participate in staff annual reviews

**Project responsibilities** include but are not limited to the following:

- Conduct reviews of the project discipline technical decisions
- Monitor department workload to maintain staff utilization rates
- Review fees and budget proposals on individual projects

- Monitor budget and schedule performance on individual projects
- Assist PM's in assigning suitable or appropriately skilled staff to project teams
- Participate in design reviews & QA/QC Reviews of projects

### **Education**

- BS in Civil Engineering –or–
- Post-graduate degree in engineering, engineering technology or engineering management

### **Licenses, Certifications and Accreditations**

- Must be a fully licensed Professional Engineer in Washington State
- NCEES certification to facilitate licensure through reciprocity is preferred
- Understanding of sustainable design principles and design practices with LEED AP accreditation is preferred

### **Software Skills**

Effectively utilize current company software programs for word processing, e-mail, accounting, and information management.

### **Career Experience**

Prefer a minimum 10 years' experience in the Puget Sound Region / PNW, including significant design and practice experience in a manager/leadership role with a civil firm, civil/structural firm or a multi-discipline Architectural & Engineering firm.

Experience as an Engineer or Project Manager in federal, state, municipal, single-family & multi-family developments, healthcare, commercial/retail, industrial, or similar projects

### **Other Criteria**

- Ability to prepare effective and concise documents
- Possess technical precision and creative design skills
- Ability to make presentations to a variety of groups
- Have a client-oriented attitude with a desire to provide outstanding professional services
- Be dedicated to his or her professional development as well as the success of colleagues and the firm as a whole
- Demonstrated recognized leadership within the firm and/or outside the firm
- Possess team leadership capabilities and abilities
- Demonstrated understanding of firm-wide design goals and abilities to execute them on projects that they have participated
- US Citizenship

### **Compensation**

- Salaried Position



- Medical, Dental, Vision, Aflac, Vacation/Sick leave and 401(k) matching

**Dibble Engineers, Inc. is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, sexual orientation, gender identity, disability, or protected veteran status. AAP. Drug-free workplace. E-verify.**

**Forward Letter of Interest & Resume to [Vivian@dibbleengineers.com](mailto:Vivian@dibbleengineers.com)**