



Civil Engineering Project Manager

About Paragon

At Paragon Consulting Group, we believe success is guided by personal service and professional expertise culminating from a staff of highly knowledgeable engineers who take a common-sense approach to solving problems. We combine technical expertise, hands-on experience, relationship building, intelligent advice, strong management, and smart, innovative thinking to maximize each project's potential – it's known as the Paragon Advantage.

As a well-established, multidisciplinary firm, Paragon Consulting Group has a reputation for providing comprehensive engineering, project management, land planning and land development consulting services, transportation planning and design services, program management and construction supervision.

We are seeking innovative and collaborative professional engineers who excel at tackling challenges and are committed to delivering projects for our expanding client base. Benefits include a competitive salary, health and dental insurance, 401k plan, paid vacation and personal/sick days.

Responsibilities

- Project Management for municipal, commercial, industrial projects and provide engineering support on projects including: site design for a variety of developments, minor roadway design, sanitary sewers, storm sewers, water mains, erosion and sediment controls, engineering plan review, quality control review and asset management projects
- Assist in client contact and communication pertaining to specific projects
- Assist in the development of probable construction cost estimates
- Attend client meetings as required
- Assist in the analysis and preparation of technical reports
- Assist in the preparation of color renderings and other design related exhibits
- Assist in the preparation of specifications, plans, construction schedules, project design documents, stormwater management reports
- Utilize AutoCAD Civil 3D software to prepare engineering and design documents
- Instruct engineering technicians and designers to prepare working drawings
- Review construction site to monitor progress and other duties per the contract documents
- Regulatory permitting knowledge and zoning review experience required
- Other duties as assigned

Qualifications

- Bachelor's Degree in Civil Engineering
- PE required, or within 2 years of eligibility
- 4+ years of experience in site design and permitting
- Prior experience in Project Management and Client Management
- Effective written and communication skills
- Proficient with AutoCAD Civil 3D
- Knowledge of the planning and zoning processes
- Self-starter who can work independently and with team members
- Experience dealing with regulatory agencies and review professionals a plus
- Experience with construction procedures a plus

Paragon Consulting Group, Inc. is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status protected under local, state or federal laws.

As a condition of employment with Paragon Consulting Group, Inc. any successful job applicant will be required to pass a pre-employment drug screen.