

Mackin Engineering Company Job Description

Job Title: Director – Civil Engineering

Employer Information

Organization Name: Mackin Engineering Company

Website: www.mackinengineering.com

About Our Organization:

Join a team where your voice is heard, your opinions matter, and your ideas are valued. Founded in 1960, Mackin is a multi-disciplinary engineering and consulting firm. Our clients include both public and private sector clients throughout Pennsylvania, and in parts of Ohio, Maryland, and West Virginia. Our diverse team of professionals work closely with clients to realize and achieve their vision and objectives. We are passionate about our core values of Integrity, Quality, and Excellence, and we are committed to providing our clients with innovative solutions that address their needs and surpass their expectations.

Department: Civil Engineering

Reports To: President

Job Location: Pittsburgh, PA

Hours/Week: 40 (Full-time)

Salary Range: \$100,800 - \$151,100 USD/Year

Company Benefits

- **Roth & Traditional 401(k)**
 - All fees paid for by Mackin
- **Immediate Vesting of Funds**
- **Company Paid Basic Life Insurance**
- **8 Company Paid Holidays**
- **Company Match of 50% of 1st 5%, then 25% of next 10%**
 - An equivalent 5% match when you contribute 15%
- **Medical, Dental, & Vision Insurances**
- **Personal Paid Leave (i.e., Vacation & Sick Leave)**
- **Educational Assistance, Disability Insurances, and more**

FLSA Status: Exempt Professional (Salary)

Prepared By: Director – Human Resources & Administration

Prepared/Revised: April 9, 2021

Approved By: Vice President – Strategic Planning

Approved Date: April 9, 2021

Position Summary

This position is responsible for overseeing all civil engineering department project activity, including planning, scheduling, and coordinating the preparation of documents or activities for multiple projects and monitoring staff – including all aspects of staff supervision and delegation of duties. Additionally, the director is responsible for maintaining current relationships and building new relationships with clients, leading and supporting key pursuits, functioning as a project manager on major projects, and managing business and strategy development for the department.

Essential Duties & Responsibilities

Essential Duties

- Manage, direct, and supervise civil engineering tasks and projects
- Responsible for business and strategy development, client management, operational oversight, staff development, and overall leadership
- Observe new markets, transition prior and current relationships and pursue new geographies
- Implement yearly business goals, as well as multi-year strategic business plans for the department
- Establish, monitor, and maintain budgets, and schedules for the department
- Prepare and/or review Scopes of Work and Hours estimates for all civil engineering projects
- Maintain quality control standards for department by reviewing deliverables and conducting QA/QC reviews
- Develop, establish, and nurture partnerships with new and existing clients
- Develop strategies to grow the department's revenue, profitability, service offerings, and geographic presence
- Responsible for guidance, team-building, and organizational development of individuals with less experience – including mentoring, training, and reviewing work
- Responsible for planning, assigning and directing work, appraising performance, and providing training
- Maintain billability percentage set by supervisor/leadership
- Administer, prepare, and review reports, cost estimates, specifications, tabulation of quantities, and marketing field views/presentation figures for RFP's and SOI's
- Initiate, support the preparation, and review of submissions and proposals related to civil engineering
- Execute or assist with statement/letter of interest preparation and technical and price proposals
- Participate in interviews and presentations, as applicable, and provide input for interviewing, hiring, and terminating employees
- Manage multiple clients, tasks, and schedule commitments
- Perform reviews/approvals of all subcontractor contracts
- Maintain knowledge of new technology and/or software that may improve operations and develop recommendations accordingly
- Serve as technical specialist in the application of engineering concepts, principles and methods
- Function as Project Manager or Project Engineer on major projects
- Weekly timesheet review/approval for staff

Non-Essential Duties

- Assist with civil engineering work for other departments
 - Attend meetings for other departments' projects, assist in staying on time and under budget, etc.
- Participate in job fairs and career fairs to support marketing initiatives and talent requisition
- Participate in marketing initiatives to develop and maintain partnerships and business relationships
- Participate in professional engineering society conferences
- Contribute and serve on an engineering committee and/or subcommittee
- Participate in research and development opportunities and projects

- Review scopes of work, schedule, and budgets
- Work with the marketing department to design/format project proposals
- Attend pre-proposal meetings and project interviews
- Support internal departments with civil engineering services required to execute projects
- Advise management of new developments which may affect profit, schedule, costs, client relations, and/or inter-departmental relations
- Contribute to the overall success of Mackin by supporting internal departments, providing exemplary service to clients, and striving to meet on-going initiatives to grow and develop the company
- Duties, responsibilities, and activities may change or be assigned at any time with or without notice

Supervisory Responsibilities

Supervisory Responsibilities: This role has direct supervision over the Civil Engineering department staff.

System or Specialized Knowledge

To perform this job successfully, an individual MIGHT have knowledge of:

- AutoCAD/MicroStation and InRoads
- DEP/NPDES permitting requirements
- ArcGIS – ArcMap 10.6.1 or current
- PennDOT Programs, and ECMS and BMS2 Systems
- Deltek Ajera
- Microsoft Office – Word, Excel, Outlook, and Teams
- Computers, Printers, and Electronics

Education and/or Experience

Preferred Qualifications

Years of Experience:

Minimum of 10+ years experience in the engineering field or equivalent combination of education and experience (management experience is a plus)

Education:

BA or BS Degree required

Degree or Formal Training:

Civil Engineering or a related discipline

License, Certificate or Registration:

Professional Engineers (PE) Licensure in Pennsylvania is required (Ohio, Maryland, West Virginia are a plus)

Work Demands/Conditions

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this

job, the employee is regularly required to use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, crawl, taste, and/or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Working Conditions

This position normally works first shift, however, may frequently require the ability and availability to work extra hours in the evenings or night shifts associated with the demands of our business. Some travel may be required.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. While performing this job the employee is most commonly in an office environment setting.

Field Environment

When the employee is located within a field environment setting, adherence to Mackin safety standards and/or agency safety standards is required.

Work Activities

- Interact with computers
- Make decisions and solve problems
- Update and use relevant knowledge
- Communicate with supervisors, peers, subordinates, and/or with individuals outside of Mackin employees
- Coordinate the work and activities of others
- Get and process information
- Organize, plan, and prioritize work
- Develop objectives and strategies
- Think creatively

Skills

Basic Skills

- **Critical Thinking, Speaking, Active Listening, Reading Comprehension, Active Learning**

Social/Problem Solving Skills

- **Coordination, Persuasion, Social Perceptiveness, Problem Solving**

Technical/System Skills

- **Trouble shooting, Resource Management, Judgment and Decision Making**

Desktop Computer Skills

- **Databases, Internet, Navigation, Spreadsheets, Word Processing, Research**

Equal Opportunity Employer

Mackin is committed to increasing diversity in our community and actively pursues individuals from all backgrounds. Additionally, Mackin complies with all applicable federal, state, and local laws. Valuing the contributions of a diverse workforce, Mackin is an Equal Opportunity Employer and does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, protected veteran status, gender identity, or any other characteristic protected by law.

Team Member's Signature: _____ Date: _____

Manager's Signature: _____ Date: _____

HR's Signature: _____ Date: _____