



3075 Enterprise Drive  
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### **Job Position: Civil/Site Project Manager – Land Development**

**About:** Become a part of Central Pennsylvania's leading land development civil engineering firm, regularly ranked as a “Top 100 Organization” by *Pennsylvania Business Central*. PennTerra Engineering, a well-established, team-oriented, and employee-owned firm, has opportunities for civil site project managers to guide land development projects to completion.

**Position Overview:** The position requires a deep knowledge of the land development process and civil engineering principles. Project managers have strong organizational and time-management skills to lead and coordinate multiple projects, creating and adhering to project budgets and timelines. Working internally and externally, this position communicates with the client, project partners, sub-consultants, all departments within PennTerra, and with the project’s PennTerra team members. Understanding plan sheet details, having a familiarity with AutoCAD Civil 3D, and providing plan-improving feedback in a timely manner is an important part of this position. The ideal candidate will be able to utilize technology to excel in a this fast-paced, team environment.

### **Key Responsibilities:**

- *Project Planning & Execution:* Collaborate with clients and internal teams to define project goals, scope, budget, timeline, and resource allocation. Coordinate kick-off meetings and ensure clear communication with all stakeholders.
- *Team Management & Leadership:* Foster a collaborative and productive work environment, guiding teams to success. Assign tasks and responsibilities, providing opportunities for professional growth. Facilitate periodic project meetings for status updates, address challenges, and incorporate feedback. Actively mentor existing team members; passively recruit future team members.
- *Client Communication & Relationship Management:* Serve as the primary point of contact to the client, responding to queries and providing updates in a timely manner. Cultivate a strong relationship, understanding client’s timelines and priorities. Identify opportunities to expand relationship.
- *Municipal and Community Activities:* Present projects at various municipal meetings; communicate regularly with municipal staff members. Represent firm at occasional community events.
- *Construction Consultation:* Consult with contractors on construction-related issues, leveraging expertise to provide solutions and resolve challenges quickly.
- *Quality Control, Risk Management & Documentation:* Monitor projects’ progression and ensure projects are in compliance with regulations, internal standards, and clients’ expectations. Stay vigilant for potential issues; create and implement corrective action. Track projects’ budgets; identify scope changes and potential delays. Ensure digital management of contracts, change orders, and other relevant information.

## Qualifications:

- *Land Development & Technical Expertise:* Experience with the land development process in Pennsylvania, including relevant regulations, codes, and best practices; ability to address issues identified during the municipal review process. Experience with projects of a commercial, residential, educational, manufacturing, and/or healthcare nature. A bachelor's degree in Civil Engineering, Landscape Architecture, or related field is typical; relevant professional certifications are appreciated.
- *Time Management:* Possess excellent organizational and time management skills to balance multiple projects and meet deadlines.
- *Communication Skills:* Possess excellent verbal, written, and technology-based communication skills to effectively collaborate with team members, stakeholders, and clients.
- *Leadership Abilities:* Exhibit strong leadership qualities to effectively manage teams, delegate tasks, and ensure successful projects.
- *Team Mindset:* A positive team-mindset guides successful projects, develops skills within the firm, recruits new team members to the firm, and advocates for our employee-owned firm in a public setting.
- *Creativity:* Demonstrate innovative thinking and problem-solving skills to develop effective solutions.
- *Construction Knowledge:* Experience with construction consultation.

## Benefits:

- Paid Vacation
- 401k Plan with 5% Match
- Employee Stock Ownership Plan
- Health/Vision/Dental Insurance
- Cafeteria Plan/Flexible Spending/Dependent Care
- Short-Term and Long-Term Disability Insurance
- Flexible Work Hours
- Annual Bonuses
- Paid Annual License Fee and Continuing Education Credits
- Education Reimbursement
- College Loan Repayment Program
- Signing Bonus
- Relocation Assistance

A successful applicant will join a team that values employee's contributions, encourages continuing education, and creates successful projects – literally shaping the community around us.

**To apply, please send a cover letter, application (found at [PennTerra.com/Careers](http://PennTerra.com/Careers)), and resume to [Careers@PennTerra.com](mailto:Careers@PennTerra.com).**

*Note: This job description is intended to provide a general overview of the position and should not be interpreted as an exhaustive list of responsibilities and qualifications. The company reserves the right to modify the job description as necessary.*

