



3075 Enterprise Drive  
State College, PA 16801  
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## Job Position: Design Manager

**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 openings for a Design Manager.

### Position Overview:

The Design Manager at PennTerra Engineering plays a crucial role in ensuring the quality and timely delivery of projects. Working as part of a project design team that includes a Project Manager and members of the Design, Environmental, and Survey Departments, this position is responsible for overseeing the production of land development and subdivision plans. This position involves collaborating with various stakeholders, coordinating design activities, mentoring team members, and maintaining effective communication throughout the lifecycle of a project.

### Key Responsibilities:

- *Feasibility Assessment:* Collaborate with the Project Manager to assess the feasibility of projects and develop project layouts that align with client requirements.
- *Design Coordination:* Lead the design process by coordinating with designers and environmental designers to ensure successful project completion. This includes overseeing and delegating the design activities for either a few large projects or multiple smaller projects concurrently. Make design related decisions and give guidance to solve design related issues or challenges, without needing oversight from the Project Manager. Make recommendations to optimize the design of projects based on cost/benefit analysis and value engineering considerations. This responsibility requires creativity and sound knowledge of design requirements, both in terms of clients' expectations and regulatory standards.
- *Quality Control:* Review and mark-up plans in order to ensure the accuracy of designs and legibility of the work being submitted, as well as to ensure adherence to the company design and plan production standards.
- *Stakeholder Collaboration:* Establish and maintain effective communication channels with utility providers, municipalities, PennDOT, DEP, architects, MEPs, and other subconsultants to facilitate coordination and resolve design-related issues. Effective communication with these parties requires a broad understanding of the design and regulation requirements of each entity.
- *Progress Reporting:* Keep the Project Manager informed of the project's progress, milestones, and any potential challenges to ensure timely and accurate delivery of our product for the client. Work with the Project Manager and Design Department Director on the scheduling and prioritization of design tasks.
- *Client Interaction:* Interact directly with clients as needed, addressing their queries, incorporating feedback, and ensuring that their expectations are met throughout the project lifecycle.
- *Mentoring & Training:* Provide guidance and mentorship to developing designers, delegating tasks to facilitate project productivity, and promote the professional growth of team members. Prepare training materials, opportunities, and other continuing education activities.

- *Construction Consultation:* Consult with contractors on construction-related issues, leveraging expertise to provide solutions and resolve design-related challenges effectively.

**Qualifications:**

- *Proficiency in AutoCAD Civil 3D:* Exhibit advanced proficiency in using Civil 3D software for designing land development projects.
- *Land Development Design Knowledge:* Possess a comprehensive understanding of the land development design process in Pennsylvania, including relevant regulations, codes, and best practices.
- *Time Management:* Possess excellent organizational and time management skills to balance multiple projects and meet deadlines.
- *Creativity:* Demonstrate innovative thinking and problem-solving skills to develop effective design solutions.
- *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 of varying skill and experience levels, delegate tasks, and ensure successful projects.
- *Team Mindset:* A positive team-mindset guides successful projects, develops skills within the design department, recruits new team members to the firm, and advocates for our employee-owned firm in a public setting.
- *Construction Knowledge:* Experience with construction consultation.

**Benefits:**

- Flexible Work Hours
- 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
- Annual Bonuses
- Paid Annual License Fee and Continuing Education Credits
- Education Reimbursement
- College Loan Repayment Program

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.*

