

Geotechnical Engineering & Materials Testing Department Manager

Job Description

General Responsibilities:

Supervise or monitor all projects in progress in the department to ensure that work is executed on time and in accordance with the client's requirements and within company policies, procedures and standards. Supervise the preparation of proposals and cost estimates to clients to ensure proper scoping of services, availability of manpower and pricing to achieve desired profitability. Supervise the daily operations of a department including staff training, development, and performance review, utilization of equipment and facilities, safety oversight, quality of services and work product, timely delivery of services and deliverables, and adherence to policies and procedure. Plan for and participate in business development activities to identify, develop, win, and execute project opportunities and build and maintain client relationships.

Essential Role and Responsibilities:

- Prepares and oversees the preparation of complex proposals and cost estimates.
- Prepares and participates in client and proposal related presentations.
- Directs the short-range business development activities of all department personnel to ensure that adequate fees are available to support the manpower on the payroll.
- Plan for and execute the recruitment, selection, training, mentoring, and development of all employees in the department.
- Prepare the department annual business plan.
- Oversee the day to operations of the department, including project schedules, staff resourcing, dispatch operations, etc.
- Supervise the department's laboratory operations, certifications and maintenance of accreditations
- Oversee and manage the success of the key department metrics of revenue growth, staff utilization, project billing and collections, and project profitability.
- Develop understanding and be aware of project-related risk. Be familiar with what could go wrong on a project and how to protect the Company. Be familiar with company risk policies.
- Lead safety efforts for team and ensure team follows safety rules and guidelines. Responsible for creating and modeling a safe work environment; demonstrates safety practices. Promote pre-task planning for all projects.
- Promote continuous quality monitoring and improvement on projects. Monitor quality standards and practices. Engage APRs on projects at their onset.

Requirements:

- Bachelor's degree in technical discipline practiced by the Firm including Engineering, Environmental Science or Geology and 10 years' practice experience. Or, in lieu of a degree, a minimum of 14 years' related experience.
- Master's degree or PhD preferred.
- Previous supervisory experience required and previous managerial experience preferred.
- Valid driver's license with acceptable violation history.

Preferred:

- Certification or licensure in field of expertise.