



Title: Professional Engineer/ Senior Project Manager
Business Unit: Engineering

1. Summary of Position

In alignment with Motz Engineering's vision of delivering higher standards and better results than the traditional MEP consulting engineering industry, we require experienced and capable Project Managers to execute engineering projects on-time and under budget. Our Project Managers engage on all facets of a project, post-sale client engagement and master planning, daily communications with internal and external team members, oversight of engineering design process, coordination with our design partners, positive interaction with the owner and the user team, timely and complete design delivery, competent construction administration and close-out equals flawless project delivery. Motz Engineering Project Managers measure and track project performance and elevate project issues and problems to leadership as required. As the primary face of Motz Engineering to our clients, Project Managers must make service quality the top objective.

2. Core Responsibilities

- Above all, ensure that your projects are delivered on-time, within scope and within budget, with high service quality to the Client. The Client's satisfaction is your focus.
- Lead and participate in continuous development and improvement of Motz Engineering's Project Managers Process and associated support tools.
- Familiarize yourself with the PM tools and processes as Motz. These are to be utilized and followed while executing projects.
- Accept handoffs from sales team for all projects assigned. PM to hold internal kick off meetings and lead the design team from sales proposal to firm project scope. As PM, you will provide the guidance during this process to stay on project intent and budget. Also assist in involving all relevant project stakeholders and ensuring technical feasibility.
- Work with engineering department heads for resource availability and allocation for your projects.

3. Communication, Writing, and Software Skills

- Must be comfortable leading project meetings, internal and external.
- Must effectively communicate project scope, budget, or schedule changes.
- Must keep project design team accountable for project deadlines.

- Must be able to effectively communicate with Motz leadership for proper and timely risk management.
- Proven working experience in project management
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multitasking skills
- Strong working knowledge of Microsoft Office, specifically Excel, Outlook, and Project.
- Strong working knowledge of Ajera Project Management Software or the ability to learn.

4. Desired Qualifications and Future Educational Requirements

- Professional Electrical or Mechanical Engineering Licensure
- Project Management Professional (PMP) Certification preferred

5. Supplemental Roles and Responsibilities as Professional Engineer

- Act as stamping authority for the mechanical design of assigned projects.
- Ensure licensure is updated and current as required for all states that Motz Engineering performs and pursues engineering services.
- Train and mentor junior engineers in mechanical design, project management, and professional development.
- Act as QA/QC for select mechanical designs as assigned by VP of Engineering or ownership
- Assist in site walks and proposal generation as required by the sales team.
- Attend interviews as required for project pursuits.