



Quality Actions for Quality Clients

Enid, OK - Oklahoma City, OK - Stillwater, OK (coming soon!)

Now Hiring!

Civil Engineering Department Manager (PE) (with a Leader's and Mentor's Mindset)

[Envirotech Engineering and Consulting](#) is a full-service design engineering, environmental consulting, and geotechnical services firm servicing public and private clients throughout the United States.

In 2022, we are celebrating 30 years of exceptional service to our clients, our talented team members, and their families. Our outstanding growth has been a direct result of the commitment of our team members to our Mission of Quality Actions for Quality Clients.

Our workplace culture is a rewarding and refreshing combination of opportunities for empowerment, career advancement, and for the ideal-fit candidate in this role, ownership in the company. Our current President is one of the owners, is just 38 years old, a Professional Engineer (PE), is highly trusted by team members and clients, and has worked for Envirotech since graduation from college.

If the following sounds like you, we suspect you will thrive in this role:

- Be paid what you're worth! And enjoy great benefits. We will openly discuss pay, including all benefits, in our very first conversation. Compensation also includes potential bonuses. We know that pay and benefits are critical elements to your professional success. Secondly, we want our culture to be what engages and retains you. You will also be afforded a company truck and cell phone, which you are invited to take home each day.
- This newly-created position will report directly to the President of Envirotech. The benefit to you is that you will have fast, near-immediate access to a servant-leader and owner who advocates for your ideas, requests, and success.
- You have communication skills that allow you to relate to, and build trust with everyone, from all diverse backgrounds and experiences.
- You wish to guide, mentor, and train your direct reports while keeping projects on task, and profitable. You will combine your civil engineering technical skills with your impressive ability to train, both informally, as a mentor, but also in structured training classes in which you lead, teach, and facilitate engaging educational events for your team of 5 talented engineers.
- You enjoy great amounts of autonomy. Because you are renowned for your professional maturity, and technical, engineering excellence, you will not be micro-managed. It is not how we operate. All of us work as one team, and we trust our supervisors, managers and leaders to be fully accountable for driving 'Quality Actions,' as our Mission Statement, professes. It works. It really does.

We asked our Engineering Team for their input as to the qualities, skills and experience of the manager they hope to have. The most common responses were:

- 4-year college degree in a relevant engineering field
- Possesses, or is a candidate for, Professional Engineer licensure (PE)
- AutoDesk / AutoCAD Civil 3D competency
- Geotech, hydrology and/ or construction experience.
- Understands utilization and billable rates to prepare proposals and review invoices.
- Able to review historical projects and profitably re-create them with updated locations, client specifics, etc.
- Can be responsible for complex engineering, site plans.
- A trust-worthy role model of servant leadership, who is a great communicator, shares their knowledge and is also a passionately talented civil engineer (NOTE: This was, overwhelmingly, the top request by the team. If this describes you, call our recruiter on her direct line, today! 918-361-3000. Seriously. You are eagerly sought by a great engineering team for this dream job, and she would love to hear from you!).
- At least 25 years of age, legally eligible to work in the US, can pass comprehensive background checks, and you are willing to submit to a drug screen if asked (In all transparency, the Team did not mention this one, but HR recommended we add it!)

Other primary duties:

- Supervise and lead engineers, scientists and technicians who design, plan and develop civil projects.
- Hire, train, and mentor other engineers and supporting staff.
- Write performance reviews and solve internal issues.
- Make detailed plans to accomplish goals.
- Establish administrative policies, procedures, and standards.
- Analyze market demand and available resources.
- Prepare budgets, bids, cost estimates, and contracts.
- Negotiate contracts.
- Draft proposals and reports for clients.
- Oversee plan production and quality control.
- Check technical accuracy of work.
- Ensure quality of work in the lab and the field.
- Maintain Corps of Engineers accreditation.
- Maintain 50% utilization rate.
- Attract and acquire future business.

Learn More About Envirotech Engineering and Consulting:



Questions? Contact info@envirotechconsulting.com