



POSITION ANNOUNCEMENT

Since 1993, Davids Engineering has provided professional engineering and scientific services to public agencies, private entities and individual landowners responsible for managing water resources in the western United States. From our initial focus on agricultural water management, we have gradually broadened our technical capabilities to include three tightly integrated groups focusing on Water, Infrastructure, and Technology, respectively. For more information on Davids Engineering, visit www.davidsengineering.com.

POSITION AVAILABLE – SENIOR PROJECT /OFFICE MANAGER

Davids Engineering (DE) is looking for a Senior Project/Office Manager to help support a growing team and project work in the Chico office. This is a full-time position.

POSITION DESCRIPTION

- Bachelor's degree in civil engineering, agricultural engineering, project management, business management, or related area of study.
- 5-7 years of experience of increasing responsibility as a Project Manager or similar position responsible for defining and managing project scope, timelines, profitability, and effective delivery of products or services.
- Experience in managing delivery of customer-facing and internally facing products or services.
- Intermediate to advanced proficiency with industry-standard word processing, spreadsheet, and presentation software programs.
- Excellent project management skills including prioritization, scheduling, and documentation.
- Ability to build strong relationships and communicate effectively with internal and external stakeholders.
- Strong grasp of current communication, project tracking, budget management technologies.
- Excellent meeting, workshop, and conference facilitation skills, with proven knowledge of how to foster attendee participation and collaboration in small and large groups.
- Solid technical understanding and ability to define and refine requirements through a project lifecycle.
- Employs strong analytical and problem-solving skills to manage shifting priorities, demands, and timelines.
- Ability to quickly learn, understand and apply new technologies.
- Willingly to mentor more junior team members and share knowledge.
- Positive, can-do attitude with the ability to succeed in a fast-paced work environment.

All DE team members are expected to have:

- ✓ Collaborative mentality
- ✓ Superior analytic and critical thinking skills
- ✓ Strong written and verbal communication skills
- ✓ Ability to self-motivate
- ✓ Strong work ethic
- ✓ Attention to detail
- ✓ Good moral, ethical, and engineering judgement

DESIRED QUALIFICATIONS

- Collaborates with stakeholders to document project scope, deliverables, goals, risks, blockers, success measures, and estimated resources needed.
- Ensures that projects remain in-scope and meet budgetary, scheduling, and quality requirements.
- Creates, manages, and distributes project communications artifacts like charters, schedules, and budgets.



Water



Infrastructure



Technology

- Provides project status updates at predetermined time intervals to all stakeholders.
- Communicates routinely to management, customers, project team members, and other stakeholders, actively soliciting and addressing customer and project team feedback.
- Assists in business development efforts to create project proposals, estimates, and schedules.
- Sets and monitors project budgets and staffing requirements.
- Ensures adherence to legally binding requirements.
- Plan, schedule, monitor, and report on activities related to the project, including subcontractor monitoring.
- Establishes key project criteria metrics.
- Develop project control and reporting procedures and manage changes in operational plans.
- Plans and leads status review meetings, which may include internal team members, vendors, and customers.
- Responsible for training, managing, and motivating the project team, as well as resolving team conflicts.
- Resolve technical and operational issues as required.

Compensation:

Compensation will be based on qualifications. Anticipated range will be between \$60/hr - \$80/hr.

HOW TO APPLY

Please submit your **resume** and **cover letter** to info@davidsengineering.com. All inquiries will be handled with strict confidentiality. Visit www.davidsengineering.com for more information.



Water



Infrastructure



Technology