

# Client Manager

Reports to Team Leader

## A. Overall Role

With assistance or direction from Project Engineers and Team Leaders, provide timely, accurate, and cost efficient municipal design and/or construction engineering services which involve the application of standard techniques, procedures, and criteria.

## B. Essential Responsibilities

1. Analysis of conventional engineering work on projects related to sewer and water systems, urban streets, waste water treatment, and similar municipal infrastructure systems.
2. Attend client meetings – days or nights; provides engineering input at public meetings.
3. Analyze reports, maps, drawings, blueprints, tests, and aerial photographs on soil composition, terrain, hydrological characteristics, and other topographical and geologic data to plan and design projects.
4. Prepare or direct preparation and modification of reports, specifications, plans, construction schedules, environmental impact studies, and designs for project.
5. Conduct feasibility and reliability studies for the preparation of project cost estimates.
6. Responsible for control of work-in-process, ensure accurate client billings, and monitor outstanding accounts receivable and collection efforts on client projects.

## C. Additional Responsibilities

1. Prepare forecast of workload for assigned staff.
2. Mentor less experienced staff; motivate and encourage staff career development.
3. Direct CADD Operators/GIS Technicians to convert designs to working drawings.
4. Manage significant marketing responsibilities with clients to obtain work for the firm.

## D. Working Conditions and Environment

The Client Manager works both in the office and out in the field. He/she must frequently travel to worksites. The noise level in the work environment is moderate to loud. He/she must frequently lift up to 10 pounds and occasionally lift up to 50 pounds or more.

## E. Knowledge and Skills

1. Ability to apply HEC-RAS, SWMM, and Cybernet as tools in the evaluation of data.
2. Experience with CADD Software (AutoCAD, Civil3D).

## F. Education and Experience

1. Minimum  
Bachelors degree in Civil Engineering or related field and P.E. License
2. Preferred  
Masters degree in Civil Engineering or related field and P. E. License