



GEOTECHNICAL, ENVIRONMENTAL, CIVIL AND STRUCTURAL ENGINEERING
SURVEYING • CONSTRUCTION INSPECTION

Licensed Engineer & Office Director

[AWK Consulting Engineers, Inc.](#) is currently seeking a licensed engineer and office manager with ten or more years professional experience to direct and grow a newly established branch office in the greater Philadelphia, Pennsylvania area. A self-motivated individual with strong leadership skills is needed. He or she must have extensive experience with projects for the Pennsylvania Department of Transportation (PennDOT) and the Pennsylvania Turnpike Commission (PTC).

Established in 1983, AWK is a highly qualified, DBE consulting engineering firm with headquarters in Pittsburgh, Pennsylvania. With 60 total staff members, AWK operates branch offices located in Harrisburg, Pennsylvania and Orlando, Florida. AWK's core business is geotechnical and environmental engineering, and surveying. Projects also encompass construction inspection and management, pavement evaluation and rehabilitation design, and in-house drilling capabilities. AWK has a record of providing unique solutions to complex problems and has the professional qualifications and experience necessary to complete any multi-disciplinary project anticipated within the transportation industry, and beyond.

Requirements:

- *BS (MS a plus) in Geotechnical, Structural, or Civil Engineering, and/or Geology.*
- *10-15 years of experience with the duties described here, below.*
- *Dependable drive and character as demonstrated with a stable work history.*
- *Pennsylvania Professional Engineering (PE) or Geologist (PG) License.*

The Office Manager Must Possess:

- *Thorough knowledge of and experience with the various PennDOT and PTC design manuals for structural, geotechnical, highway, and surveying. A strong background in the preparation of Plans, Specifications and Estimates (PS & E) for PennDOT and PTC is also required.*

- *Documented working experience writing PennDOT technical and price proposals.*
- *Experience working in a professional environment and managing professional and clerical staff; exceptional organizational and interpersonal skills.*
- *The ability to manage and supervise project-level engineering staff, and to oversee and track multiple projects from inception to closure, which requires the ability to consistently establish and achieve project goals; the ability to adapt to change in a fast-paced working environment.*
- *Superior communication skills, including verbal, social, and writing; the ability to interface with a diverse range of clients, governmental agencies, and other stakeholders.*

Duties and Capabilities of the Office Manager Include:

- *Working knowledge of the design and analysis of various shallow and deep foundation systems for structures, including calculations to determine bearing resistance or load carrying capacity of the foundations, along with the estimation of foundation settlements under different subsurface conditions and structural loading combinations.*
- *Working knowledge of the design and analysis of various permanent and temporary earth retention systems, such as concrete gravity, soldier beam and lagging, sheet pile walls, etc.; slope stability analysis, utilizing computer programs such as GSTABL; design and analysis of MSE walls and Reinforced Soil Slopes.*
- *Preparation and supervision of final geotechnical engineering reports. This activity requires excellent verbal communication skills and superior writing capabilities.*
- *Must have experience in project scheduling and coordination, project management, geotechnical, structural, and highway practices.*
- *Direct and manage various types of projects in the government, industrial, and private sectors, including highways, bridges, culverts, dams, tunnels, and public infrastructure improvements, along with manufacturing facilities, tanks and towers, and various commercial and residential developments.*
- *Schedule and coordinate various projects with Project Engineers and Administrative Personnel in the Pittsburgh and Harrisburg offices.*

- *Ensure that all projects and practices are completed in accordance with established AWK policies and procedures. This includes oversight and approval of employee timesheets, work reports, invoices, and expenses.*
- *Possess computer skills including MS Word, MS Excel, MS PowerPoint, Project Management Software, Internet (web based applications), as well as a working knowledge of geotechnical and structural analysis and design software.*
- *Report regularly on office and project status to AWK management and consistently update records, as required.*
- *Enforce all company policies and procedures, as required.*
- *Perform other related duties, as required.*

Working Conditions:

- Full-time, 40+ hours per week.
- Must be willing to occasionally travel to client work sites.
- Location of Position: Philadelphia Office.
- AWK provides competitive wage/benefit packages, including family medical, dental, 401(k), and flexible working hours.

PLEASE SUBMIT RESUMES TO:

**AWK CONSULTING ENGINEERS, INC.
(PITTSBURGH OFFICE)
1225 Rodi Road
Turtle Creek, PA 15145**

ATTN: Jordan Crosby, Director of Marketing & Recruitment

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