

## Engineering Operations Senior Manager

Peralte-Clark is looking for a dynamic, creative, technically experienced manager to serve as its Engineering Operations Senior Manager. This individual will be a leader responsible for a combination of engineering management duties including managing and coordinating activities of design services, providing the manpower and technical resources necessary for overall project design development and support.

### POSITION OVERVIEW:

**The Engineering Operations Senior Manager** coordinates with project managers to determine scope, budget, complexity, and scheduling requirements of projects. Assigns company personnel to provide engineering and technical support. Determines personnel needed with most appropriate individual qualifications and prepares manpower and cost estimates as required. Ensures the quality, accuracy, and completeness of work as to planning, environmental compliance, engineering, design, and drafting quality; compliance with established standards, procedures, codes and ordinances; adherence to design and project schedules; and provides adequate training, technical and administrative guidance, and instruction to personnel. Plans and schedules work ensuring the proper and effective distribution of assignments and manpower, space, and facilities for subsequent performance of duties. Analyzes fiscal requirements including staffing, equipment and related needs; prepares budgetary recommendations; monitors, verifies and reconciles expenditure of budgeted funds, evaluates and reports on fiscal performance at regular intervals. Takes an active role in proposal preparation. May serve as team member or lead in meetings and communications with clients pertaining to specific projects/tasks.

### REQUIREMENTS:

- **SCOPE:** Receives assignments in the form of objectives with goals and the process by which to meet goals. Provides direction to employees according to established policies and management guidance. Administers company policies that directly affect subordinate employees. Recommends changes to unit or sub-unit policies. Reviews work to evaluate against KPIs.
- **JOB COMPLEXITY:** Exercises judgment within defined procedures and policies to determine appropriate action.
- **DISCRETION:** Erroneous decisions or failure to achieve results will have significant consequences, including delays in schedules.
- **INTERACTION:** Frequently interacts with subordinate supervisors and functional peer groups. Interaction normally requires the ability to gain cooperation of others, conducting presentations of technical information concerning specific projects or schedules.
- **SUPERVISION:** Provides direct supervision to exempt employees and/or skilled, nonexempt employees. Acts as advisor to unit or sub-units and may become actively involved, as required, to meet schedules and resolve problems.
- **EDUCATION AND LICENSING:** Bachelor's Degree in Engineering and P.E. license are required. This individual typically has more than 20 years of experience.

### ABOUT US:

Peralte-Clark is a forward-looking, rapidly growing firm that is on the leading edge of the industry. We are seeking bright and experienced engineers with an entrepreneurial spirit with a singular focus on client satisfaction to help achieve our vision for the firm. We have offices located in downtown Arlington Heights and in downtown Chicago.

If you are interested in joining our dynamic team, send your resume and cover letter to [careers@peralte-clark.com](mailto:careers@peralte-clark.com).