



Job Description

Job Title: Design Team Lead

Job Summary: This position must effectively manage all phases of design project delivery including initiating, planning, executing, monitoring, controlling, and close-out. This position reports to the Design Division Lead and has supervisory responsibilities for HRC staff within their team. The Design Team Lead is expected to coordinate the efforts of team members and provide feedback to the Design Division Lead on performance of each team member.

Reporting to: Design Division Lead

Responsibilities:

- Developing schedules for team members
- Communicating effectively with team members and clients
- Monitoring project budgets, financial metrics, schedule, quality, and client feedback
- Reviewing work produced by team members
- Implement QA/QC process
- Performing initial review of project invoices, proposals, and contracts
- Evaluating time sheets of team members
- Preparing contracts for new projects
- Assigning tasks to team members
- Creating and championing the Project Management Plan (PMP) for each project
- Executes PMPs to manage and meet client expectations
- Mentoring and training project designers

Knowledge, Skills, Abilities:

- Bachelor's degree in Engineering, Landscape Architecture, Science, or related technical field or equivalent combination of experience and education required
- Minimum 5 years working under a PE, RLA, or equivalent experience
- Competency with AutoCAD required
- Competency with any/all of Civil 3D, Land F/X, Hydraflow, and Photoshop is preferred
- At least 2 years of management experience leading a team of 5 or more preferred
- Progressive design experience of at least 5 years
- Certifications or registrations as mandated by profession
- Professional registration/licensure preferred
- Good written and verbal communication skills
- Ability to work as a part of a team

Salary: Based on Experience