



## Job Description

Department	Job Title	Version
Municipal	Project Manager- Municipal Engineering	1

Boswell Engineering has an immediate opening for a Municipal Engineer- Project Manager. As the Project Manager, you will be assigned to the Municipal Department. The Project Manager will be assigned projects and will be given necessary resources and staff to complete assignments. The Project Manager will report to the Municipal Department Manager.

### Responsibilities:

- The Project Manager will be the central point of contact between the Municipalities and Boswell Engineering
- Attend Municipal Governing Body meetings as required
- Be familiar with the Municipal Code of various municipalities for the purpose of reviewing and evaluating Municipal Development Applications
- Prepare reports for Municipal Land Use Boards and attend Land Use Board meetings as required
- Interact with clients as well as various departments within the company
- Be familiar with local, county and state stormwater management and soil erosion control standards
- Analyze engineering sketches, specifications and related data and drawings to perform necessary reviews
- Coordinate activities concerned with technical developments, scheduling and resolving engineering design and construction issues
- Review project shop drawings
- Attend project meetings with clients
- Prepare monthly status reports of project within the municipalities
- The engineer will be expected to assist in the preparation of project proposals, establish project budgets and construction cost estimates, and prepare day to day paperwork necessary to see projects through from beginning to end
- Complete assignments on schedule and within project budget
- Perform marketing duties related to maintaining existing clients as well as obtaining new working clients
- Ensure timely billing of projects
- Assist with the collection of outstanding invoices
- Limited travel is expected for this position to the municipalities and project job sites
- Adhere to internal standards, policies and procedures



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- Perform other duties as assigned

### Qualifications:

- Bachelor's Degree in Civil Engineering or equivalent from four-year accredited college/university
- 5 to 10 years of related experience
- Licensed Professional Engineer in the State of New Jersey
- Certified Municipal Engineer in the State of New Jersey preferred

### Salary Range

\$100,000- \$125,000, depending on qualifications

Email resumes to [Cvillar@boswellengineering.com](mailto:Cvillar@boswellengineering.com)

We recognize that the best way to provide services of the highest quality is by investing in our employees. Our competitive compensation and benefits include:

- Medical, dental, and vision insurance
- Company paid life insurance and voluntary life insurance
- Short-term and long-term disability
- Flexible spending account
- Health savings account
- 401K with a company match
- Paid vacation, sick days, and holidays
- Tuition assistance
- Employee referral bonuses

### **AAP/EEO Statement**

Boswell Engineering is an Equal Opportunity / Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion or creed, sex, sexual orientation, gender identity, national origin, age, citizenship status, marital status, disability, military status, genetic information, or any other legally protected status.

### ***NOTICE TO THIRD PARTY AGENCIES:***

***Please note that BOSWELL ENGINEERING does not accept unsolicited resumes from recruiters or employment agencies. In the absence of a signed Recruitment Fee Agreement, BOSWELL ENGINEERING will not consider or agree to payment of any referral compensation or recruiter fee. In the event a recruiter or agency submits a resume or candidate without a previously signed agreement, BOSWELL ENGINEERING explicitly reserves the right to pursue and hire those candidate(s) without any financial obligation to the recruiter or agency. Any unsolicited resumes, including those submitted to hiring managers, are deemed to be the property of BOSWELL ENGINEERING.***