



## Commercial – Residential Real Estate Development Project Manager

### Company Description

Civilogistix is a dynamic, fast-paced company. We are growing and seeking to expand our land development design teams. We are engaged in meaningful work that challenges the mind and gives great opportunities for reward. Our firm offers alignment between the project manager and the project owner. We have an entrepreneurial environment where creative thinking is compensated. Our clients appreciate our approach to creating value for them and providing consistent top-quality work. We are licensed in 9 southeastern states, perform a wide variety of services and have clients with a large range of types of projects.

Our primary clients are medium to large developers who have a steady pipeline of projects across the Southeast and have big enough pockets to finance them. They appreciate our strong work ethic and the ability to deliver under the pressure of deadlines. We are an integral part of the exciting rapidly-growing development of the Southeast. Our structure offers unprecedented autonomy and the resources to work directly with the clients from conception to construction, whether you are on a private jet for a site visit or traipsing through mud counting trees.

Our team participates in recreational days and volunteer occasions together. We value your quality of life and work-life balance. We encourage community stewardship, a flexible vacation schedule and career development.

### Job Description

We are seeking strongly-motivated individuals with impeccable character and integrity. We need driven, hungry engineers who can't wait to get to work every morning to exceed the client's expectations, solve difficult problems and perform at a high level. We desire leaders who want to succeed in business, not just show up and punch a clock, and innovative collaborators who want to be part of taking Civilogistix to the next level. We are looking for engineers who want to grow their book of business, sharpen their skills and learn new ones without being micromanaged. Qualified candidates should be proactive team players who desire success for Civilogistix and themselves. We offer opportunities for career development, growth, learning and continuing education.

Candidates should be able to supervise, coordinate, and manage the permit and plan application process for commercial development projects. Responsibilities include applying for permits with the respective jurisdictions, compiling, updating, and maintaining due diligence reports, scheduling project permits, and acting as a liaison for jurisdictional comments and responses. Prepare reports and tracking the progress of projects. Help navigate land use entitlements including rezoning, variances, site plan approvals, conditional use permits, PUDs, etc.

### Title

Project Manager/Engineer

### Education and Experience

- Three (3) years minimum in project management/real estate
- BS Degree from ABET accredited College/University

### Specific Duties and Responsibilities

- Secure Construction Documents (CDs) from engineering staff, architect, MEP, and material vendors to facilitate the permit application process.
- Process Applications with exhibits and appropriate fees to the appropriate review Board or Agency.
- Review CDs for completeness, correct revision dates and check CD packages for accuracy. Prepare and submit applications to various agencies/boards having jurisdiction over required permits and/or approvals.

- Obtain all required approvals, or comments for permits and act as liaison between Civilogistix “the company” and each jurisdiction to ensure a timely and efficient flow of information.
- Work with Office Manager to prepare check requests and process invoice payment documentation.
- Submit, distribute, and file paperwork and enter information into the company database for various applications, permits, design review, CDs, comments, revisions, and amendments.
- Maintain all company files relating to scheduling including site plan applications, approvals, and permits.
- Cultivate and maintain a close relationship with the jurisdictional staff and reviewers and communicate on the status of permits and ensure they are processed in a timely manner.
- Produce and maintain schedules for all community meetings, review boards, and required planning meetings, live or virtual, and coordinate with jurisdictions from approval to final stages of permitting process. Prepare and maintain project tracking and production status reports and schedules.
- Coordinate (and may attend) meetings, appointments, etc., with architect, surveyors, geotechnical engineers, clients, and various stakeholders.
- Monitor and create reports, correspondence and narratives utilizing spreadsheets and Word documents to record and track projects from start to finish.
- Prepare Community Meeting notifications and invitations. Perform all other similar duties as assigned.

#### **ADDITIONAL JOB REQUIREMENTS:**

- Experience with commercial and residential development and permitting.
- Technical construction project management experience preferred.
- Must be able to read and understand construction documents (“blueprints”) and plotted plans.
- Strong problem-solving skills; detail-oriented team player; comfortable working in a fast-paced environment with heavy volume.
- Be a proactive thinker who can anticipate needs rather than having to react to crisis. Ability to meet reporting deadlines consistently without excuse.
- Self-starter with the ability to achieve objectives with minimal supervision. Ability to communicate effectively and concisely both verbally and in writing.
- Advanced computer proficiency, particularly with Microsoft Office, Adobe, video conferencing software.
- Valid Driver’s License with good driving record.
- Follow directions from a supervisor, not afraid to ask for clarity on instructions.
- Interact well with co-workers. Understand and follow posted work rules and procedures.
- Accept constructive feedback on both individual and team improvement.

#### **Status**

Full-Time

#### **Location**

Roswell, GA

#### **Compensation**

Compensation is commensurate with experience and motivated project managers have the opportunity for salary increases. There is capacity for large, revenue-sharing bonuses for motivated top performers. Health coverage benefits and Simple IRA contribution matching are included.

If you are a positive, sharp engineer of integrity, please send your resume, cover letter, two professional references and 2 writing samples to [office@civilogistix.com](mailto:office@civilogistix.com). One writing sample should describe an interesting or challenging site development project and how it was accomplished.