



ENGINEERING DIVISION LEADER – CIVIL/ TRANSPORTATION

Trotter and Associates, Inc. is an established civil/ environmental engineering and surveying firm based in St. Charles, Illinois. The firm was originally founded based on its expertise in water/wastewater engineering. The firm has expanded its services to include traditional Civil/Site, as well as Watershed Resources and Utility Infrastructure Rehabilitation. Currently, TAI serves over 80 municipalities throughout northern Illinois and southern Wisconsin.

Trotter and Associates, Inc. has an excellent reputation for working closely with our clients to develop project specific solutions that meet each community's individual needs. The firm's client base and workload has continued to expand at an unprecedented rate. TAI has developed a strategic plan to facilitate the continued expansion of the firm. As part of that Strategic Plan, TAI has begun to assemble an ASME support services team for our Water/Wastewater (WET) Division, with the goal of expanding services beyond WET to other areas of municipal services including Public Works, Police, Fire Stations, etc. Our goal is to develop elite team of architects, structural, electrical, and mechanical engineers within the next eighteen months.

TASKS AND RESPONSIBILITIES

The Civil/ Transportation Division Leader will have overall responsibility for the firm's civil division projects, including planning, design and construction phase services. The Division Leader will oversee a growing staff of engineers and technicians.

The candidate must have demonstrated technical expertise with a wide range of civil infrastructure projects and extensive experience serving municipal clients. This individual will be responsible for quality assurance/quality control of projects, as well as providing guidance and mentoring to the team. The individual will also be responsible for client management and business development. The division leader will be required to make presentations to clients and elected officials on a regular basis. Furthermore, this individual will be responsible for preparation of proposals, tracking productivity, monitoring project schedules and budgets. As such this individual must possess outstanding work ethic, excellent communication skills and understand the use of multiple leadership styles.

COMPETENCIES AND SKILLS

- ✓ Demonstrates: professional attitude and appearance.
- ✓ Demonstrates: strong leadership and communication skills.
- ✓ Demonstrates: a proven track record in project/personnel management.
- ✓ Demonstrates: sound business acumen and exceptional marketing skills.
- ✓ Demonstrates: flexibility, tact, and excellent interpersonal skills.
- ✓ Demonstrates: ability to manage competing demands and establish priorities.

EDUCATION

- ✓ BS in Civil Engineering and a master's degree or equivalent; Minimum fifteen years related experience and/or training; or equivalent combination of education and experience.

PROFICIENCIES

- ✓ Expertise in Municipal Engineering including development review and client management
- ✓ Expertise in Transportation Engineering and Stormwater Management
- ✓ Expertise in construction supervision/management.
- ✓ Expertise in floodplain management, permitting, funding and regulatory requirements

SALARY

Range: \$130,000 - \$160,000 per year

CONTACT

Applications must be submitted via email: humanresources@trotter-inc.com