



Furtado & Associates, Inc.

1325 Fourth Ave, Suite 1900

Seattle, WA 98101

Phone: (206) 621-1218

Fax: (206) 223-8223

Project Manager

Project Manager Opportunity

Furtado & Associates, Inc. (F&A) is a growing consulting engineering firm in Seattle, WA., specializing in land surveying, ROW engineering, geospatial services and construction management. We are a small, privately-held firm that works on public infrastructure projects throughout the Puget Sound area, including Sound Transit's Link Light Rail Extensions and numerous other public agencies. Our office currently has an opportunity for a professional and experienced individual to fill the role of Project Manager. In this position, the successful applicant will be responsible for all aspects of project delivery, from scope and fee development through planning, directing and monitoring the work.

"We are building a culture that operates within a supportive framework, rooted in a foundation that is improving the infrastructure of the communities many of us live in within the Puget Sound Region. Our collective efforts, shared together, will ultimately drive the meaningful and purposeful time periods for our employees. We recognize that there is a union of engagement between the tasks we perform, the human experiences we share, and the evolving growth for improvement we strive toward, that creates the depth of experience for our employees at F&A. We are looking for people willing to join us and contribute along this path as we move forward."

Joel Yeager – Operations Manager

Job Responsibilities:

The Project Manager will work under the Department Manager. This is an on-site position located in Seattle Washington. This is a full time, exempt position.

Job responsibilities will include, but are not limited to:

- Prepare scopes of work and fee estimates for various engineering, surveying and mapping projects.
- Direct and supervise staff in the office regarding project requirements.
- Plan, manage and execute multiple projects concurrently.
- Manage deadlines to ensure that deliverables are produced and completed within budget and on schedule.
- Prepare or direct preparation of client deliverables and ensure the QA/QC process has been followed.
- Maintain project documentation and files.
- Communicate effectively with clients, staff and company management.
- Establish and maintain excellent client relations.

Desired Qualifications:

- 10 or more years of experience in engineering, and/or land surveying and mapping projects.
- 2 or more years of experience managing engineering and/or land surveying projects for public sector clients.
- Proficient in use of AutoCAD desired but not required.
- Excellent verbal and written communication skills.
- Experience working with deadlines and able to respond to changing priorities.



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- Experience dealing directly with clients and managing projects.

Required Certifications:

- Licensure as a Professional Engineer (PE)

Benefits and Compensation:

We are a small business offering big business benefits, including competitive compensation (depending on experience) with medical, vision, dental, and life insurance, ORCA transportation card, 401(k) (with company contributions), and paid vacation, sick leave, and 9 paid holidays.

EEO Commitment:

Furtado & Associates, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or veteran status.