

JOB DESCRIPTION

Seller-Doer Office Manager Austin, Texas

To apply, email a cover letter and resume
to connect@tompkins.engineering



LOCATION
Austin, TX



REPORTS TO
Principal/VP



CLASSIFICATION
Full-Time, Exempt



TRAVEL
Up to 25%

POSITION SUMMARY

Tompkins Engineering (formerly WTC, Inc.) is seeking an experienced and entrepreneurial Professional Engineer to serve as Seller-Doer Office Manager for our Austin, Texas office. This leadership role blends business development, project management, and office operations, requiring a driven individual who can grow client relationships, win new work, and deliver outstanding municipal civil engineering projects. The ideal candidate will be a respected technical professional who thrives in a client-facing role and is motivated to build and lead a high-performing local team.

KEY RESPONSIBILITIES

Business Development & Client Relations (Seller)

- Identify, pursue, and win municipal civil engineering projects throughout the Central Texas region, with a focus on cities, counties, utility districts, and special districts.
- Develop and maintain strong relationships with existing and prospective clients, including municipal officials, city engineers, developers, and agency stakeholders.
- Lead the preparation of statements of qualifications (SOQs), proposals, and interview presentations for public-sector pursuits.
- Represent Tompkins Engineering at industry conferences, municipal meetings, professional association events, and community functions to enhance the firm's visibility.
- Collaborate with firm leadership to develop and execute a strategic growth plan for the Austin office.

Project Delivery & Technical Leadership (Doer)

- Serve as Project Manager and/or Engineer of Record on municipal infrastructure projects including roadway, water, wastewater, drainage, and site development.
- Oversee project scoping, budgeting, scheduling, and quality control to ensure on-time, on-budget delivery that exceeds client expectations.
- Provide senior technical review and professional engineering seal on plans, specifications, and engineering reports.
- Coordinate with subconsultants, contractors, regulatory agencies, and permitting authorities throughout the project lifecycle.
- Mentor and develop junior engineers and technical staff in engineering best practices and professional growth.

Office Management & Operations

- Lead day-to-day operations of the Austin office, including staffing, workload planning, resource allocation, and financial performance.
- Recruit, hire, and retain top engineering talent to support the office's growth trajectory.
- Monitor and manage office-level profit and loss, utilization rates, accounts receivable, and project backlog.
- Ensure compliance with all applicable engineering standards, local and state regulations, and company policies.
- Foster a collaborative, high-energy office culture aligned with Tompkins Engineering's core values.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Civil Engineering from an ABET-accredited program.
- Professional Engineer (PE) license in the State of Texas (or ability to obtain within six months of hire).
- Minimum of ten (10) years of progressive experience in municipal civil engineering, including design, project management, and client development.
- Demonstrated track record of successfully winning and delivering public infrastructure projects for Texas municipalities.
- Strong understanding of TxDOT standards, TCEQ regulations, municipal development codes, and local permitting processes.
- Proven ability to develop new business, grow client accounts, and meet annual revenue targets.
- Experience managing multidisciplinary teams and mentoring junior professionals.
- Excellent written and verbal communication, presentation, and negotiation skills.

PREFERRED QUALIFICATIONS

- Master's degree in Civil Engineering, Business Administration, or related field.
- Fifteen (15) or more years of experience in municipal civil engineering in the Texas market.
- Established relationships with Central Texas municipal clients and agencies.
- Experience opening or significantly growing a professional services office.
- Active involvement in professional organizations such as ASCE, TSPE, ACEC, or APWA.

COMPENSATION

Tompkins offers a competitive compensation package commensurate with experience, including base salary, performance-based bonuses tied to business development and project delivery metrics, and a comprehensive benefits suite including health, dental, and vision insurance; 401(k) with company match; paid time off; professional development support; and PE license maintenance reimbursement.