

**Date:** February 2021

**POSITION:** Team Leader – Coastal Engineering & Modeling

**ROLE:** Serve as Team Leader for nationwide Coastal Engineering and Modeling practice. Act as a consultant and project manager in coastal engineering and modeling. Mentor and manage team staff and oversee projects within the team. Maintain intimate knowledge of team operations. Facilitate implementation of corporate business management practices and procedures via communication of those management objectives to the team. Ensure delivery of the revenue portion of the business plan.

**DUTIES AND RESPONSIBILITIES:** The Team Leader will have the following duties and responsibilities:

- Provide guidance and direction on technical needs and approach to conducting coastal engineering and modeling projects relating to:
  - Shoreline and habitat restoration
  - Coastal hazards
  - Climate resilience planning
  - Dredging and navigation
  - Water quality
  - Design of waterfront and coastal structures
- Perform consulting and project management tasks
- Perform QAQC to ensure quality deliverables and project goals are addressed
- Report writing
- Proactively recognize and solve problems in the team
- Ensure team staff utilization and revenue plans are achieved, subject to backlog limits
- Measure and track overall team performance (including project monitoring, personnel resource allocation, and labor needs)
- Work with project managers to ensure quality, timely, and on-budget project deliverables within the team
- Proposal preparation, business development, and external marketing of team capabilities through presentations and publications
- Track business opportunities for the team, and ensure appropriate follow-up
- Recruit team members
- Facilitate inter-office/team cooperation
- Contribute to development of effective management tools, including annual business plan

**SUPERVISION EXERCISED**

Team members.

**SUPERVISION RECEIVED**

From Business Unit Manager



**PERFORMANCE EVALUATION:** Performance evaluation will be based on:

- Ability to conduct project work as defined in job description, and achievement of team utilization targets
- Quality of team's work products and project deliverables
- Effectiveness of project management
- Successful operation of the team, including personnel and project management
- Ability to communicate and implement management practices and procedures
- Interaction with other Team Leaders, teams, and corporate management
- Ability to contribute to new business opportunities

**QUALIFICATIONS:** 10-15 years of related experience. Masters in Ocean/Coastal Sciences/Engineering or closely related field is required. P.E. preferred. Driven leader, able to work with multi-disciplinary teams. Strong technical background in Coastal Engineering or related applied science. Experience with applying numerical modeling tools for coastal projects and adept with business software including MS Word, Excel, and PowerPoint. Excellent English oral communication, technical writing, interpersonal, and teamwork skills are required, along with proof of eligibility for employment in the United States.

**GENERAL INFORMATION:**

- The position is a full time, salaried position.
- The Woods Hole Group offers a full-time benefit package that includes a 401(K) program, health insurance benefits, and competitive vacation and sick time policy.
- This position will be filled at one of our office locations:
  - **Bourne, MA – Corporate Headquarters**
  - **Richmond, TX**
  - **Lanham, MD**
  - **Dover, DE**

Individuals who succeed at Woods Hole Group are pleasant, hard-working, self-starters who share our passion for innovation and commitment to high quality work. Further information about the company:

[www.woodsholegroup.com](http://www.woodsholegroup.com)

If this opportunity matches your experience and career visions,  
please send resume outlining education, work experience and salary history to:

**The Woods Hole Group, Inc.**  
**107 Waterhouse Road**  
**Bourne, MA 02532**  
E-mail: [cemteamleader@whgrp.com](mailto:cemteamleader@whgrp.com)

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