



An **RMA** Company

1.888.251.5276  
Bellingham | Arlington | Oak Harbor  
www.geotest-inc.com

**Position: Geotechnical Department Manager – North Region**

**Location: Bellingham, WA**

Hours: Full Time

Salary: \$100,000 to \$140,000, D.O.E.

All inquiries are confidential

Send resumes to: [careers@rmacompanies.com](mailto:careers@rmacompanies.com)

GeoTest offers a comprehensive benefits package for full-time employees including:

- Sick Pay
- Paid Vacation
- 401(k)
- Medical/Dental/Vision
- Life Insurance
- Flexible Spending Account
- Short Term Disability
- Long Term Disability
- 8 Paid Holidays
- Other Compensation (discretionary bonus)
- Educational reimbursement (subject to company policy)
- Employee Assistance Program (EAP)

GeoTest Services, Inc. provides a comprehensive suite of services to assist our clients with project needs from design through construction completion. Services include geotechnical engineering, environmental, special inspection, construction materials testing, and building science services. Exceeding 30 years in business, GeoTest participates in some of the most interesting development projects in our region. Our company maintains four offices and two accredited construction material laboratories in Washington State.

GeoTest is seeking to fill a Geotechnical Department Manager position out of our Bellingham, WA location. The North Geotechnical Department Manager is responsible for emerging business within this territory in accordance with the outlined position responsibilities. The position requires a commitment to manage the north department regarding quality and development. The position requires ongoing development of peer-to-peer relationships within the professional community to ensure ongoing business growth. An ongoing willingness to learn a variety of business, management, and marketing strategies is required.

**Responsibilities and Duties:**

- Oversee the assigned territory which entails Whatcom, Skagit, and San Juan Counties.
- Collaborate with and support Geotechnical Department Manager's in other regions.
- Review, stamp, and provide geotechnical engineering support as applicable.
- Participate in management meetings.
- Prepares, reviews, and approves cost estimates.
- Direct the north geotechnical engineering department in accordance with company policies and operating procedures.

- Oversee geotechnical and construction projects to ensure execution of deliverables per client requirements.
- Recommend and assist with hiring and on boarding of new employees.
- Manage intake of projects within your territory and distribution of workload to department employees.
- Manage employees in the department including their performance, training, utilization, timesheets, etc.
- Approve purchases related to geotechnical equipment.
- Participate in approved continuing education to enhance job-related skillset.
- Works on special projects as requested and all other duties as assigned which may vary depending on season, workload, and the needs of the Company and our clients.
- Participate and support planning, development, and growth of the department relative to staff, structure, and profitability.
- Support collaboration of the geotechnical department with all company departments to ensure a multi service approach for the GeoTest client base.

#### **Qualifications:**

- Bachelor's Degree (B.S.) from four-year college or university in Civil Engineering or Geology or related field and minimum five years related geotechnical engineering experience.
- P.E preferred, but not required.
- Previous leadership experience.
- Experience writing geotechnical reports with a high proficiency level, required. Excellent written communication skills are required. Must be able to accurately prepare reports, proposals, and other deliverables. Reports must be clear and concise, while using proper grammar.
- Excellent oral communication skills are required. Must be able to effectively communicate with internal and external stakeholders in a timely fashion.
- Ability to read construction plans and specifications, required.
- Strong organizational, computer, and math skills, required. Experience with applicable computer software, including but not limited to Excel, Word, SlopeW, GINT, and AutoCAD.
- Clean driving record is required.
- Ability to work outside, work independently, and be a self-starter.
- Ability to travel to construction project sites and maneuver over rough and uneven terrain.
- Lift up to 50 lbs. from a standing, crouched, or kneeling position. Lift equipment, buckets, or tools on uneven terrain periodically.
- Carry up to 50 lbs. in the form of sample bags, buckets, and equipment.
- Walk and carry sample bags/buckets, tools on construction sites, gravel pits, open fields, and/or uneven terrain periodically.



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- Able to sit, type, and perform computer work for long periods of time.
- Frequent use of hands/fingers for computer entry.

GeoTest offers a challenging work environment with a comprehensive compensation and benefits package.  
Please send resumes via email to: [careers@rmacompanies.com](mailto:careers@rmacompanies.com)

GeoTest provides equal employment opportunities to qualified individuals with respect to all terms and conditions of the application process in accordance with applicable federal, state and local laws and regulations that prohibit discrimination based on age, color, disability, marital or parental status, national origin, race, religion, sex, sexual orientation, gender identity or expression, veteran status, or any other legally protected class in accordance with applicable federal, state, and local laws.