



# VICE PRESIDENT OF CIVIL DESIGN

EXECUTIVE SEARCH PROVIDED BY STRATEGIC GOVERNMENT RESOURCES



## “PROVIDING ENGINEERING SERVICES SINCE 1985”

**HVJ Associates is seeking a creative, visionary, and steadfastly strategic leader to serve as its Vice President of Civil Design.**

HVJ Associates Inc., founded in Houston in 1985 by Herbert V. Johnson, PE, provides a range of geotechnical, construction material, environmental, and pavement engineering services and is a certified HUB and MBE/DBE/SBE firm. The company has become one of the largest specialty, minority-owned engineering companies in Texas. The organization is dedicated to providing superior services to its clients.

In the last year, HVJ has broadened its company objectives to include extending entrepreneurial opportunities to long-time employees by way of franchising the HVJ brand to allow for independent ownership. This new and exciting initiative allows HVJ to expand its reach into new markets while at the same time preserving the characteristics the firm's clients value.

In July 2016, the first HVJ franchise was successfully launched and the second franchise launched in Austin in October 2016. These franchises were created from HVJ's former Dallas and Austin branches. HVJ Associates Inc. continues to own and operate the Houston office as well as Civil Design/Pavement services in Austin.

HVJ has had a Civil and Pavement engineering practice in Austin since 2001. The firm already has a strong presence for pavement-related civil design in many cities across the state. HVJ will build on this presence through the hiring of a leader for this practice area. The VP Civil will market an expanded range of civil design services based on the firm's existing track record and production capacity. HVJ will add to that capacity as needed to support an increased workload.

HVJ intends to expand to other cities. The first expansion is targeted within one year, with offices in San Antonio, Houston, and Dallas within five years. The initial city of expansion will be determined based on market evaluation by the VP Civil, but Houston seems the best candidate based on current information.



## THE POSITION

The Vice President of Civil Design will work to achieve the company vision within the Civil Design space by building a multi-city civil design service offering municipal, transportation infrastructure, and utility infrastructure civil engineering for public sector organizations and private clients working for such organizations. This includes establishing and developing branch locations that will become franchised system locations with a high confidence of success through value delivery, process adoption, market awareness, and employee engagement.

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### STRATEGIC/MANAGEMENT DUTIES:

- Manage, articulate, and achieve the company vision through planning and executing Civil Design communication and development activities.
- Manage and prepare an annual plan addressing Civil Design business development, efficiency, and people planning that includes financial growth, stakeholder satisfaction, and strategic goals, along with detailed operating and capital budgets for approval by the President.
- Manage forecasting Civil Design performance on annual plan goals and initiatives, develop and implement actions needed to achieve or exceed plan goals, and accomplish planned initiatives.
- Manage enhancing service offerings in existing branch locations and establishing and developing new branch locations offering Civil Design services.
- Manage audit process implementation within the branches, including developing process improvement recommendations.

## TACTICAL DUTIES:

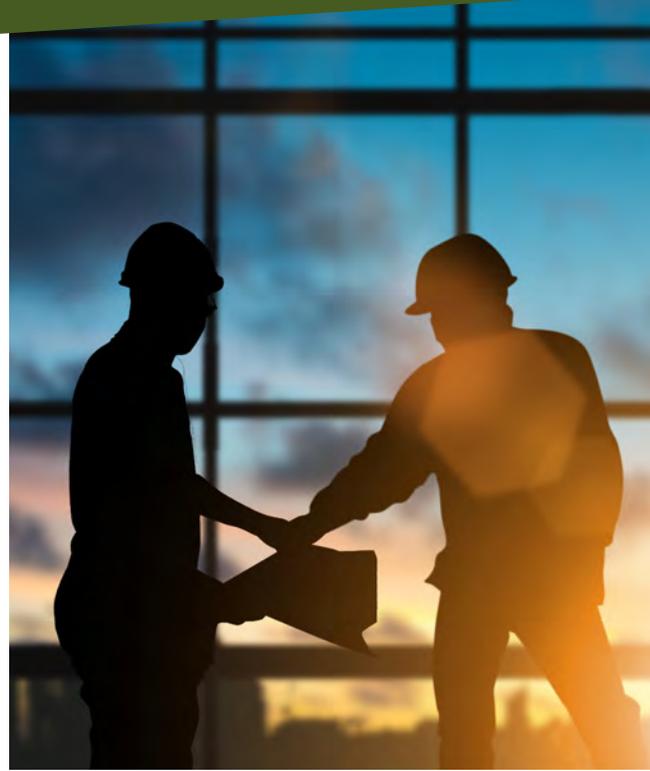
- Manage time to achieve an appropriate balance between strategic and tactical activities.
- Prepare monthly reports regarding plans to meet or exceed plan goals and objectives including Civil Design forecasted performance.
- Improve performance and engagement of direct reports through performance review (PACE) and staff development activities; develop staff to assume increased responsibility within the firm with particular attention to the following:
  - » Train and develop branch managers' management skills in annual plan preparation, forecasting, financial management, and staff engagement and development.
  - » Develop branch managers' ability to improve client satisfaction by improving value delivery and commitment management skills within their branch.
  - » Develop branch managers' ability to improve branch profitability through growing department managers' financial management skills.
- Perform direct project work and quality reviews of technical deliverables as needed, as well as sign seal technical deliverables as needed.
- Approve/sign technical and cost proposals prepared by others.
- Perform contract reviews and sign contracts on behalf of firm.
- Approve hiring of staff and salary adjustments within Civil Design.
- Resolve project, client, and employee issues that escalate beyond the branch level fairly and in accordance with company policy.
- Attend board meetings, professional society functions, and other events to develop and maintain relationships with client and owner agency staff and to develop market awareness.
- Become actively involved in professional society committee and board level activities focusing on visibility for the firm.



## LEADERSHIP AND INNOVATION

The following challenges and opportunities will be priorities for the new Vice President:

- Achieve goals established in the annual plan for gross revenue, net contribution, wins, client satisfaction, employee satisfaction, market awareness, engagement, process adoption, and value delivery.
- Expand Civil Service offerings in the Austin branch beyond current pavement focus.
- Establish a second Civil Design branch office in a Texas city to be determined within one year.



## SUCCESS CRITERIA

Accomplish the revenue growth and net contribution growth established after hire while limiting required corporate investment level each year.

### FIRST MONTH:

1. Prepare Diagnosis of Situation
2. Identify Key Priorities
3. Present Early Assessments

### FIRST 3 MONTHS:

1. Demonstrate effective communication fundamentals; must keep management up to date.
2. Develop good plan of action, generating the assessment that plan will be effective and have reliable profitability according to plan.

### FIRST 12 MONTHS:

1. Demonstrate ability by growing the Austin office.
2. Open one new branch within 12 months.

By Fiscal Year 2023: Have up and running profitable new branches in Houston, San Antonio, and Dallas in addition to the expansion of the Austin office, that meet the corporate goals for client, employee, and business associate satisfaction.

## IDEAL CANDIDATE

HVJ Associates seeks an experienced candidate with an entrepreneurial spirit who will be capable of taking on a strong leadership role within the organization and expanding their career to the highest level of achievement. This is a great opportunity to create and grow a business unit, and the potential and opportunities for the selected candidate are open-ended. The ideal candidate will possess excellent time management skills with the ability to strike an appropriate balance between strategic and tactical activities. The Vice President will need to be able to successfully handle multiple projects simultaneously and meet multiple deadlines. The position will focus on business development of a Civil Design branch in Austin, with plans to expand to other Texas cities. The new Vice President must be up for the challenge and ready to hit the ground running to ensure this project is successful.

A team-builder with a collaborative approach, the new Vice President will ensure high performance and engagement of direct reports through performance review (PACE) and staff development activities. The successful candidate will establish a culture of high performance and continuous improvement to maintain a high level of client satisfaction through exceptional service delivery. A candidate with strong financial acumen and significant budgeting experience who can improve the financial management skills of department heads is strongly desired.

HVJ Associates seeks a responsive, approachable individual with exceptional interpersonal and communication skills. The ideal candidate will be politically savvy, but never political. The Vice President should be highly visible within the organization and within the field, attending board meetings, professional society functions, and other events to develop and maintain relationships with client and owner agency staff and to develop market awareness.

## EDUCATION AND EXPERIENCE

The selected candidate must hold a bachelor's degree in civil engineering or a related field. It is preferred that the candidate have 15 years of related experience, including at least five years of demonstrated success managing and growing a business unit. An engineering license appropriate to the branch location and activities, or the ability to become licensed within six months, is required.

The position is located in Austin; however, telecommuting flexibility will be allowed.





## COMPENSATION AND BENEFITS

HVJ offers a competitive salary depending on qualifications and experience and provides a generous benefits program.

## ABOUT HVJ ASSOCIATES

### OUR APPROACH

When your company has a specialized engineering task, you want it handled efficiently. Since 1985, transportation, construction, and development companies, as well as state and local governmental agencies and educational institutions, have increasingly relied on HVJ Associates to meet their engineering needs through the planning, design, and testing HVJ provides in five key areas:

**GEOTECHNICAL  
CONSTRUCTION MATERIALS  
CONSTRUCTION MANAGEMENT  
CIVIL DESIGN/PAVEMENT  
ENVIRONMENTAL SERVICES**

### OUR VISION

**FIRM OF CHOICE BY CLIENTS, EMPLOYEES,  
AND BUSINESS ASSOCIATES INDUSTRY  
INNOVATIVE LEADERSHIP CLASS,  
PROFESSIONAL ORGANIZATION**

### OUR MISSION

**THRIVING BY PROVIDING EXCEPTIONAL  
ENGINEERING SERVICES**

### OUR VALUES

**EXCELLENCE  
INTEGRITY  
MUTUAL RESPECT  
CARE**

### OUR STRATEGY

**TARGET MOSTLY PROJECTS BY STATE AND  
LOCAL GOVERNMENT AGENCIES  
BE A LEARNING ORGANIZATION  
BUILD A COMPANY OF EMPOWERED  
EMPLOYEES AND EXTRAORDINARY  
MANAGERS AND LEADERS  
PROVIDE EXCELLENT SERVICE**



# APPLICATION PROCESS

Please apply online at: <http://bit.ly/SGRCurrentSearches>

For more information on this position contact:

**Lissa Barker, Senior Vice President**  
Strategic Government Resources  
[lissabarker@governmentresource.com](mailto:lissabarker@governmentresource.com)  
817-266-0647



This position is open until filled. To view the status of this position, please visit: <http://bit.ly/SGRCurrentSearches>

HVJ Associates is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

## RESOURCES

**HVJ Associates**  
[www.hvj.com](http://www.hvj.com)

**City of Austin**  
[www.austintexas.gov](http://www.austintexas.gov)

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