

QUIKTRIP CORPORATION POSITION DESCRIPTION

Position Title: Civil Project Manager **Department:** Store Development

Division: Corporate **Last Revision:** July 2017

A. Primary Purpose of Job:

Manage all aspects of Civil Engineering and Geotechnical Design of QuikTrip Sites by ensuring compliance with QuikTrip & Industry Standards. Offer solutions to our internal and external customers for civil engineering, geotechnical, and technical design expertise for site development plans and cost projections while complying with federal, state, and local municipal requirements.

B. List the major functions for this position starting with the most important and ending with the least important (maximum of 10 functions).

1. Develop preliminary civil engineering plans in-house and manage the completion of final civil engineering plans through outside consultants.

- a. Establish project direction with conceptual and preliminary plans.
- b. Provide conceptual, preliminary and final plans (plus expertise) to facilitate QuikTrip's business and operational decisions.
- c. Utilize plans that meet with QuikTrip standards and comply with applicable municipal codes to permit and construct new stores, or to construct fuel / parking / building additions to existing stores.
- d. Produce plans to include comprehensive site-specific civil engineering and subsurface design to minimize cost and time through value engineering, taking into consideration Geotechnical and Environmental issues associated with each site.
- e. Utilize technical skills to provide cost effective design alternatives and enhance the customer experience on QuikTrip sites (present all options available).
- f. Expedite resolution of permitting issues through knowledge and use of standard QuikTrip design, civil, engineering principles, and municipal codes.

- 20%

2. Create and maintain detailed preliminary and final cost estimates, internal approval packages and technical expertise necessary for QuikTrip to make business decisions during the store development process.

- a. Create and maintain detailed cost estimates and evaluate costs ensuring they are in-line with market averages supporting QuikTrip's long term business plan.
- b. Coordinate with Environmental Project Manager to capture any environmental costs by holding Environmental/Geotechnical one-on-one meetings.
- c. Coordinate with Construction Department to capture any construction concerns, alternate construction methods, or atypical costs
- d. Coordinate with other departments to capture any non-standard site items that may impact costs.
- e. Attend and provide necessary documents and technical expertise for all development and construction meetings with the appropriate real estate and construction employees.

- 20%

3. Manage and Maintain Civil, Geotechnical, and Utility Verification Consultants.

- a. Prepare and manage Professional Service Agreements.
- b. Evaluate quality of services and costs for Consultants and hire/terminate relationships as needed.
- c. Conduct Annual Evaluations utilizing the QT Consultant Evaluation Form and Procedures.
- d. Negotiate and finalize Engineering related Professional Service fees associated with QT provided Scope of Work and Change Orders.
- e. Facilitate training for newly hired Consultants. Training is a continuous process and retrains must be provided as necessary.
- f. Provide QA/QC for Consultants work/product to ensure it meets QuikTrip Standards.
- g. Ensure professional services agreements and invoices are reviewed for accuracy and paid on time.
- h. Determine if project will utilize internal or external resources.
 - 15%

4. Manage the completion of the Geotechnical Engineering Report on all stores in the Civil Project Manager's Market(s).

- a. Serve as QuikTrip's subject matter expert working in conjunction with the Geotechnical Consultant
- b. Review Geotechnical reports to ensure that the recommendations are in line with QuikTrip Standards & Industry Practice.
- c. Utilize technical skills to provide cost effective design alternatives on QuikTrip sites. (present all options available)
- d. Submit the reports, recommendations, and project specific geotechnical information to internal QuikTrip personnel.
- e. Capture and explain extraordinary costs related to geotechnical issues in cost estimates.
- f. Coordinate with Environmental and Construction for One-on-One and Contingency Meetings to ensure all Geotechnical and Environmental issues are identified for the cost estimate.
 - 10%

5. Support the Facilities, Marketing & Sales and Operations Departments before, during, and after construction.

- a. Support corporate initiatives, and provide engineering direction on corporate projects including but not limited to
 - i. Establish civil project direction with preliminary plans.
 - ii. Provide final engineered civil drawings, details, and specifications to minimize cost and time through value engineering taking into consideration Geotechnical and Environmental issues associated with each project.
 - iii. If needed, collaborate with Real Estate to expedite resolution of permitting through knowledge and use of standard QuikTrip design, civil, engineering principles, and municipal codes.
 - iv. Create and maintain detailed cost estimates and evaluate costs ensuring they are in-line with market averages supporting QuikTrip's long term business

- plan.
- b. Determine and execute Engineering & Design resolutions on open store issues as reported by Operations, Facility Support, or SDPMO.
 - i. Work directly with the Engineering Manager, Operations, Facility Support, SDPMO, Projects Group, and Construction to determine costs, timelines, and implement field changes based on recommended engineering and design resolutions – including but not limited to:
 - a) Research and investigate each store issue that is reported to Engineering.
 - b) Coordinate with Operations, Facility support, Construction, and/or Project Group to develop a resolution that meets the needs of the customer.
 - c) Provide cost estimates and timelines by working with construction and projects group.
 - d) Keep up-to-date reporting by entering all project status updates into the Engineering Communication Log.
 - c. Utilize the Request for Information (RFI) process with QT Construction Managers, External Engineering & Architectural Consultants, and General Contractors to resolve Engineering & Design issues during construction
 - 10%

6. Evaluate and Assess QuikTrip Risk & Liability.

- a. Utilize technical expertise to assess short term and long term risk and liability for QuikTrip.
- b. Utilize QuikTrip processes and procedures to discuss and educate all internal and external team members on risk and liability for QuikTrip to assist in making business decisions.
- c. During the QA/QC process, ensure that all work products, designs, contracts, etc., meet all QuikTrip standards and regularity requirements toward minimizing risks/liability for QuikTrip.
 - 10%

7. Regulatory Interaction.

- a. Interpret regulatory requirements and all other applicable codes and regulations to provide solutions per QuikTrip Standards.
- b. Ensure communication with Authority Having Jurisdiction (AHJ), regulators, and professionals of record in a timely manner.
- c. Utilize QuikTrip's processes and procedures to modify QuikTrip documentation to reflect current regulatory standards.
- d. Maintain records on all facilities to ensure proof of compliance to local, state, federal regulations, and QuikTrip Standards
- e. Utilize QuikTrip processes and procedures to train and educate key internal and external team members on ramifications of code/regulatory interpretations. Regulatory review regulatory requirements and update QuikTrip documentation as needed.
 - 5%

8. Collaborate with other QuikTrip Departments to improve QuikTrip Civil Standards and maintain them.

- a. Support special projects by providing solutions to design issues at existing stores.
- b. Partner with Facility Support regarding civil design issues/requests.
- c. Incorporate Construction Management Changes (CMC) into civil prototypes and standards.
- d. Research and evaluate new design options including new materials, products and techniques.
- e. Evaluate all design issues from the departments and incorporate all changes and corrections to the QuikTrip Design Manual; providing quarterly updates of the same
 - 5%

9. Maintain QuikTrip development documents as determined by QuikTrip & industry standards.

- a. Maintain drafting & design documents – utilizing CAD file management software in compliance with QuikTrip’s standards for tolerance, clarity, and aesthetics (best practices).
- b. Manage Quality Control (QC) throughout drafting & design projects, as the design lead and through peer reviews.
- c. Manage all file, reports, cost estimates, and design documents per QuikTrip’s file naming & retention policy to ensure accurate & timely access by applicable QuikTrip employees.
- d. Follow naming convention guidelines and use of metadata as established within QuikTrip’s templates, prototypes, and baseline documents – for the creation of new drafting & design documents.
- e. Manage, evaluate, and communicate all civil prototype changes for all divisions and the QuikTrip Design Manual.
 - 5%

10. Critical Thinking and Problem Solving

- a. Professionally raise vital questions, recognize problems and formulate clear and concise resolutions.
- b. Collaborate effectively with others in figuring out solutions to complex problems.
- c. In an appropriate manner, challenge outdated policies, standards and processes, question the status quo.
- d. Engage and challenge peers and leaders in a professional and constructive manner.
- e. Proactively and professionally engage in the advancement and improvement of your department and the company.

C. Position in Organization

Reports to: Engineering and Environmental Manager

Directly supervises: N/A

Indirectly supervises: Civil Designers & Architectural Production Staff on Civil related issues

D. Relationships

Inside the Company: Store Development, Accounting, General Counsel, Marketing and Operations personnel

Outside the Company: Civil Engineering Consultants, Geotechnical Consultants, Architects, Land Surveyors, Government Officials & Employees, and Equipment Suppliers & Installers

E. Position Specifications

The required specifications (education, experience, and skills) are those that the employee must have to hold the position. Applicants applying for this position must possess the required specifications in order to be considered for the job. The desired specifications are those that are not required for the employee to hold the position but the employee should try to obtain the desired education, experience, and/or skills to be effective and successful in the position.

1. *Required education:* Bachelor's degree in Civil Engineering or similar accredited academic program.
2. *Desired education:* Master's degree in Civil Engineering or similar accredited academic program.
3. *Required experience:* Five years of civil design or construction management. Working knowledge of Geotechnical Engineering as it relates to site development.
4. *Desired experience:* Five or more years of Civil Design, including subsurface design, and three years of construction and geotechnical engineering experience. Five or more years of Project Management experience.
5. *Required skills:* Proficient use of MS Office and recent release of AutoCAD. Critical thinking and problem solving skills.
6. *Desired skills:* Proficient use of AutoCAD Civil 3D.
7. *ADA Information (not to be revised by employee):*

Sensory Requirements:

Worker must be able to hear, see and speak to supervisors, co-workers, internal customers and vendors, and to identify and deal with such via the telephone or in person in order to accomplish job responsibilities. Worker must also be conscious of the office paging

system.

Physical Requirements:

This job requires that the worker be able to sit or stand for extended periods of time to perform work duties. Worker is required to hold items such as writing utensils. Worker is required to breathe (non-assisted) in order to accomplish job responsibilities via the telephone or make presentations.

Mental Requirements:

Worker must be able to concentrate and perform work with many interruptions (persons and telephone). He/she must be able to conceptualize work delegated by supervisor in order to complete it correctly. He/she must learn new process as QuikTrip changes (working with new software and computer programs). He/she must be able to think through, reason and solve problems. He/she must maintain his/her composure with internal and external customers.

8. *Does this position require computer-related work? If so, please estimate the amount of time each day spent on this type of work.*

Yes, most of the day.

9. *What is the extent of direct or indirect impact on sales, expenses, profits, etc.?*

Direct impact on professional service, development and construction costs of new stores and store projects, which affects company expenses and profits.

F. List all confidential information regularly accessible to this position.

New stores under development, site information, construction and development costs, building plans and specifications and company design standards.

G. Please list any additional criteria which should be recognized in evaluating the scope and impact of this position.

Employee must sign a Proprietary Information Agreement on an annual basis.

This position requires the employee to be available by phone and/or email and/or have accessibility to calendar, contacts and data while out of the office.

I have reviewed this position description and agree with the content.

Employee's Signature _____ Date _____

Employee's Printed Name _____

Supervisor's Signature _____ Date _____

