

Job Description

Position Title:	Project Engineer	Employment Status:	Full-time, Exempt
Supervisor Title:	Office Director, Discipline Director	Responsible for:	Project Design Engineering
Date Created:	6/20/2018	Last Revised:	7/17/2019

Job Summary: Performs technical assignments related to design and development of engineering projects, including conducting field work and preparing and/or reviewing plans or drawings.

Essential Functions:

1. Designs or re-designs various engineering projects involving conventional plans, investigations, or surveys.
2. Assists in the development of project proposals, contract specifications, studies and reports.
3. Assist in formulating design criteria on projects assigned.
4. Performs necessary duties related to project construction including verifying shop drawings.
5. Conducts field work which includes travel to job sites.
6. Occasionally directs Technicians on project assignments.
7. Evaluates and recommends equipment and materials to be used on engineering projects assigned.
8. May serve as a Construction Services Specialist on projects.
9. Perform other related duties as assigned by the Discipline Director, Office Director or President.

Competencies:

1. Knowledge of engineering concepts, practices, procedures and principles.
2. Ability to gather, classify, and interpret field data.
3. Ability to think methodically and to understand technical manuals and instructions and prepare basic engineering designs and plans.
4. Strong problems solving skills and a desire to come up with practical solutions.
5. CAD design ability.
6. Knowledge and ability to use Microsoft Office Suite.
7. Excellent verbal, written communication, numeracy and IT skills.
8. Ability to work with minimal supervision.
9. Ability to balance demands from multiple directions.
10. Ability to work with a range of individuals in a professional and cooperative environment.

Required Education and Experience: Bachelor of Science degree in Engineering from an ABET accredited curriculum from a four year college, or equivalent with a minimum of five years of experience. Registration as a licensed professional engineer is required. Completes necessary continuing education requirements to maintain PE registration.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. Sitting frequently, six out of eight hours per day and the sitting position can be static for up to one-half hour at a time.

The employee is occasionally required to stand and walk; use hands, wrists and fingers to operate, handle, or feel objects; reach with hands and arms; bend, stoop, kneel, or crouch; and can climb stairs.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

This position requires occasional travel. A valid driver's license is required along with personal transportation.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In the office, the noise level in the work environment is usually moderately quiet.

When visiting job sites, exposure to uneven terrain, loud noises, machinery, dust, dirt and smoke may occur. Protective safety clothing/gear (including appropriate clothing, shoes, gloves, hardhat, safety glasses, ear protection) are required.

General Disclaimer: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.