

CIVILTEC ENGINEERING, INC.

Job Description Form



Job Title:	PROJECT ENGINEER – PHOENIX, AZ OFFICE	
Reports to:	PROJECT MANAGER	
Target Utilization Ratio:	Type of position:	Classification:
85%	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
	<input type="checkbox"/> Contractor <input type="checkbox"/> Intern	

ESSENTIAL JOB FUNCTIONS/TYPICAL DUTIES & RESPONSIBILITIES

The following duties are typical of the position, but are not all encompassing. Each person is expected to help out in whatever duties are required to deliver a quality product on schedule.

- Responsible for applying intensive and diversified knowledge of civil engineering principles and practices in broad areas. Uses advanced techniques, theory precepts and practices in the civil engineering field and related sciences and disciplines. A lead position, this level includes technical direction over a group of civil engineering designers and/or functions as a technical specialist, formulating and developing advanced civil engineering concepts.
- Coordinates technical and administrative activities with those of other disciplines and other departments in the company participating in a project.
- As a Project Engineer, serves as a technical specialist, staff advisor and design engineer for a variety of projects including general civil engineering, drainage engineering, water engineering, wastewater engineering, and transportation engineering for both public and private sector clients.
- Expertise using Civil3D, ArcGIS, WaterGEMS, SewerGEMS, HEC-HMS, FLO-2D and other associated software packages associated with civil engineering design and analysis.
- Markets the firm’s capabilities within the community to establish new clients and enhance relationships with existing clients. Prepares scope and fee proposals for potential projects within the guidelines of the company authority matrix.
- Participates in the selection of design teams and sub-consultants and in the negotiations of fees and subcontractors.
- Conducts constructability reviews or assists in the design/planning/review of other civil engineering projects.
- May supervise civil engineering and support personnel: evaluates performance; assigns and schedules work; establishes project priorities and standards; makes recommendations on hiring, firing and promotions; provides technical support of project work.
- May assist the Department/Division Manager in the preparation of the department/division budget and policy implementation.
- Performs all other assigned related duties.

KNOWLEDGE AND EXPERIENCE REQUIRED/ESSENTIAL JOB REQUIREMENTS

- Bachelor’s Degree in Civil Engineering. Registration as a Professional Engineer or the ability to obtain licensure within one year of hire.
- Minimum 6 years’ previous design experience.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

APPROVALS

HUMAN RESOURCES
APPROVAL

Title Human Resources Manager