

PROJECT ENGINEER



Purpose of Position:

The person who qualifies for this position has his/her Professional Engineer registration or is in the process of being registered, and has a Bachelors Degree in Civil Engineering from an accredited university. Has received a minimum of six years of progressive experience in engineering and preferably the potable water industry. Has mastered the technical aspects of his/her discipline. Has at least four years of experience in water system master planning and working with computer models. Has excellent oral and written communication skills and has successfully managed small projects. Relates to people well. Understands the financial aspects of managing a project. Has an aptitude for business development. Has a valid driver's license and carries auto insurance.

Typical Duties:

1. Assist with the conceptualization, design and production of a project in a Team environment.
2. Prepare and review cost estimates and specifications.
3. Make major project planning and design decisions in conjunction with the client.
4. Assign duties to project team members, answer questions, and monitor progress.
5. Responsible for the schedule, quality and profitability of a project.
6. Check accuracy of completed work.
7. Prepare proposal estimates for time and expense required.
8. May participate in presenting proposal to client.
9. Participate in business development.
10. Processes billing and monitors project accounting.
11. Interpret the application of design and planning criteria.
12. Conceive, develop and evaluate mutually exclusive engineering solutions.
13. Draft and respond to comments on technical memoranda, reports, assessments, evaluations, procedures and opinions.
14. Gather, analyze and interpret large quantities of data.
15. Conduct research on project-related demographics, historical context, legislation and regulations.

Limit of Authority:

Has authority to perform complex planning and design duties under the direction of the Engineer of Record. May not change the scope of work or deviate from any other part of the contractual document without Project Manager approval. Coordinates work of staff within project team.

Relationship to Others:

Works directly for the various Project Managers according to assignment. Works under minimal supervision. May perform as a project leader. Helps in development of junior staff. Some client contact for project review. Ability to communicate with project team to minimize misunderstanding and conflicts. Promote coordination and cooperation of in-house project team.