



## **CIVILTEC ENGINEERING, INC.**

### **Job Description for Peoria, AZ Office**

Job Title: Project Engineer

Position: Full Time

Classification: Non-exempt

#### **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 in whatever duties are required to deliver a quality product on schedule.

- Experience producing construction plans from start to finish for utility and/or pipeline projects including: topographic survey processing, utility research and conflict identification, pipeline layout and design, and creation of construction plans and details using AutoCAD.
- Serves as a technical specialist, staff advisor and design engineer for a variety of projects focused on utility and/or pipeline engineering.
- Experience performing in-house QA reviews of staff member work prior to management reviews.
- 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. This position 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.
- Expertise using AutoCAD, Civil3D, ArcGIS and other 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. Assists in the preparation of scope and fee proposals for potential projects within the guidelines of the company authority matrix.
- Assists in the design/planning/review of other civil engineering projects not assigned to the incumbent.

- May supervise civil engineering and support personnel; evaluates performance; assigns and schedules work; establishes project priorities and standards; provides technical support of project work.
- 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 3-5 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.