



CIVILTEC ENGINEERING, INC.

Job Description for Prescott, 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.

- 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, drainage, water, wastewater and transportation engineering for both public and private sector clients. Experienced in producing design and construction plans from start to finish. Experienced performing in-house QA reviews of staff members work prior to management reviews.
- Expertise using AutoCAD, 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. 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 construction observation and administration tasks such as contractor submittal reviews, RFIs and addendums.

- 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.