

CIVILTEC ENGINEERING, INC.

Job Description Form



Job Title:	Project Engineer	Job Reports To:	Vice President
Department:	Engineering	Grade Level:	TBD
Work Location:	Prescott, AZ	Position Status:	Full-time
Hiring Range:	\$80,000-\$90,000	Exempt Status:	Exempt
HR Contact:	Diana Occhipinti	Travel Required:	5% Travel Required

JOB DESCRIPTION

ESSENTIAL JOB DUTIES

The following duties are typical of the position, but are not all encompassing. Each person is expected to contribute 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 consultant to the civil engineering specialty, for a given water/wastewater, land/site development, public works, and/or transportation-related project.
- Carries out complex or novel assignments requiring the development of new or improved civil engineering techniques or procedures to create new or refined improvements, equipment, materials, processes or methods.
- Markets the firm's capabilities within the civil engineering specialty to establish new clients and enhance relationships with existing clients. Prepares 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 not assigned to the incumbent.
- 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.

QUALIFICATIONS & EDUCATION REQUIREMENTS

- Bachelor's Degree in Civil Engineering.
- Registration as a Professional Engineer or the ability to obtain licensure within one year of hire.
- Minimum 6-8 years' previous design experience.

PREFERRED SKILLS

Roadway Design; Transportation Engineering; AutoCad Civil3D; Drainage

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

PHYSICAL REQUIREMENTS

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. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is

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occasionally required to stand; walk and stoop, kneel, crouch, or crawl. 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, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

LIMITATIONS & DISCLAIMERS

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

Reviewed & Approved By:	Diana	Date:	
Last Updated By:	Diana Occhipinti	Date/Time:	