

# CIVILTEC ENGINEERING, INC.

## Job Description Form



Job Title:	<b>PROJECT ENGINEER</b>	
Reports to:	<b>PROJECT MANAGER</b>	
Target Utilization Ratio:	Type of position:	Classification:
<b>90%</b>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
	<input type="checkbox"/> Contractor <input type="checkbox"/> Intern	

### ESSENTIAL JOB FUNCTIONS/TYPICAL DUTIES & RESPONSIBILITIES

#### Purpose of Position:

This is an intermediate level position for professional work. Performs assignments to develop detailed design for Water and Wastewater Treatment, Supply, Production, Collection, Distribution, Transmission and Conveyance. This job is requiring application of standard techniques, procedures, codes, logic and criteria in carrying out a sequence of related engineering tasks. Exercise of judgment is required on details of work and in making preliminary selections and adaptations of engineering alternatives. The ideal candidate will have 5-7 years of experience possessing a valid professional engineering license with related work in the field of water and wastewater systems design, construction, planning and conceptualization.

#### Typical Duties:

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.

- Using prescribed methods, performs specific and limited portions of a broader assignment of an experienced engineer.
- Applies standard practices and techniques in specific situations, adjusts and correlates data, recognizes discrepancies in results, and follows operations through a series of related detailed steps or processes.
- Directs the preparation of improvement plans, specifications, supporting documents and permit applications for projects, utility infrastructure and public works projects.
- Directs the preparation of calculations, such as storm drain, wastewater, water system, hydrologic, earthwork quantities, transportation, cost estimates and other supporting documentation for public and private projects.
- Performs plan design, drafting and publishing using CAD software. Working knowledge of the current version of AutoCAD is beneficial. Performs basic GIS tasks including creating exhibits, spatial data functions, and small database analysis.
- May direct the work of CAD Technicians.
- Organize and maintain project files. Maintain neat and organized work area that allows efficient access to information required by other team members.
- Assure that drawings and designs are in accordance with company production and design standards.
- Develop planning documents and studies through written expression justifying decisions and calculations performed.
- Keep Project Managers informed of workload and any changes in project scope or additional services.

#### Limit of Authority:

Has authority to perform moderately complex design duties, which are checked for accuracy by others. May not exceed budgeted hours on task without approval of Project Manager. May not change the scope of work or deviate from any other part of the contractual document without Project Manager's approval.

#### Relationship to Others:

Reports to Project Designer/Engineer or Project Manager. Within team, has contact with CAD Technicians and senior design staff. Has contact with equipment suppliers. Limited contact with clients and contractors. Works directly with the various Project Designers/Engineers, according to assignments.

## KNOWLEDGE AND EXPERIENCE REQUIRED/ESSENTIAL JOB REQUIREMENTS

- Minimum 5-7 years' previous design experience specifically in water and wastewater Systems. Inclusive of water and wastewater treatment facilities. A Master's degree will be considered as experience.
- Bachelor's degree in Civil Engineering from an accredited university.
- Professional PE license required.
- Expertise in computer operation for engineering design programs and computer aided drafting (AutoCAD, Civil3D, and/or MicroStation).
- Experience using Microsoft Office suite programs, specifically Word, Excel and Outlook. Has the capacity to learn additional engineering software.
- Experience in water modeling, mass balance modeling, cost estimating.
- Understanding of applicable design codes.
- Continues learning process by attending in-house seminars and continuing education opportunities outside of office.

## 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