JOB DESCRIPTION

Job Title: Project Engineer I
Department: Multiple
Reports To: Group Leader
FLSA Status: Non-Exempt

SUMMARY
The Project Engineer I is responsible for completing assigned tasks under the supervision of the Group Leader, Project Manager or more experienced engineers. This Project Engineer I is expected to apply the concepts learned through required education and prior professional experience to solve engineering tasks as assigned. This position is typical for recent graduates (engineer).

ESSENTIAL DUTIES AND RESPONSIBILITIES includes, but is not limited to the following:
1. Designs portions of a project using relevant office software, modeling and CADD technology.
2. Completes calculations using engineering formulas and skills and/or utilizes computers in order to solve problems.
3. Prepares specification materials through the use of research and manufacturing catalogs to specify materials, installation, inspection and payment of items specific to a project.
4. Works with CADD Technicians and Designers in order to complete design details and plan sets.
5. Performs research and writes objective summary reports which are used in the completion of project work or inspection.
6. Assists in the preparation of engineering and construction cost estimates.
7. Completes field observation, inspection and data collection duties as directed by senior engineering staff.
8. Communicates with client staff and internal design team as directed by senior engineering staff.

SUPERVISORY RESPONSIBILITIES
This position has no supervisory responsibilities.

EXTENT OF AUTHORITY
Works cooperatively with Designers and CADD Technicians and may direct activities in order to complete assigned projects/tasks. May communicate with clients on specific technical and/or non-technical issues, this position is not authorized to make commitments on behalf of the company related to fee, project tasks or project schedules. Provides input to senior engineering staff on design issues based on the results of calculations or engineering solutions. Responsible for completion of tasks and plans, but is not authorized to sign/seal completed plans as an authorized representative of the company.

RELATIONSHIP TO OTHERS
Works under the supervision of Project Engineers II and III, Project Managers or other staff for assigned projects. Works independently to quickly and accurately solve assigned tasks, but is expected to seek guidance from senior engineering staff. Has limited contact with external clients unless assigned to do so by senior engineering staff. May direct the activities of CADD and Field Technicians in the completion of assigned tasks.

Revised August 2003
QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Revised August 2003
EDUCATION and/or EXPERIENCE
A bachelors or masters degree in engineering or other scientific area is preferred. Working knowledge of office software (Word, Excel, etc.), CADD software and other engineering automation tools.

LANGUAGE/MATHEMATICAL/REASONING SKILLS
Must be capable of correctly operating technical analysis equipment and computer equipment after being provided training. Must possess strong technical verbal and writing skills. Must be able to read and interpret technical literature and engineering plans. Must possess analytical and problem solving skills, and be able to apply engineering knowledge toward solving assigned tasks and engineering activities. Must be willing to develop competence in field inspection issues including daily progress documentation, measurement of quantities, quality assurance and contractor relationships.

CERTIFICATES, LICENSES, REGISTRATIONS
Must have received or receive within nine months of hire, a valid E.I.T. license. Must possess a valid state driver’s license and must be able to drive a vehicle.

PHYSICAL DEMANDS/WORK ENVIRONMENT
Must be capable of carrying up to 30 pounds of equipment over all types of terrain and in all types of weather conditions. Must be able to transverse on all types of project sites including industrial, commercial and undeveloped ground.

Must be willing to travel on short- or long-term assignments at other office and client locations to complete assigned work.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an office environment. The noise level in the work environment is usually quiet. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.