

POSITION TITLE: PROJECT ENGINEER I – Labor Code 15

RESPONSIBILITIES

Participates in Site Design, Site planning and CAD Drafting.

- Agency/Community research for preparation of plans
- Setup base CAD files for civil engineering plans
- Demolition plan
- Geometric plan
- Grading design
- Storm sewer design & reports
- Sanitary sewer design
- Watermain design
- Stormwater Management, BMPS and Detention design
- Soil erosion and sedimentation control design
- Notes and details
- Permit applications
- Opinion of construction costs (public and private)

Coordinate with Project Managers, research permitting agency requirements.

- Maintain a cooperative working relationship with all staff, and a professional relationship with all permitting agencies, contractors and Clients.
- Plan ahead on every job to ensure all information and materials needed are available to keep up the flow of work.
- Offer suggestions regarding training and equipment/software products that will help improve production.
- Master and follow all CAD Standards and electronic filing procedures.
- Maintain a cooperative working relationship with all personnel, and a professional relationship with our Clients.
- Check in and out with Project Manager and Administrative Assistant daily and provide status updates.
- Promote a high degree of morale and spirit of motivation. This includes the degree of cooperation, communication and coordination with Surveyor field staff, and all office staff
- Advise Project Manager if an agency of community requests additional work that is outside the scope of the contract prior to performing additional work.

Ensures that all project related paperwork, drawings and reports are completed on time and accurately.

- Review all work prior to presenting to the Project Manager and advise Project Manager if there are any schedule concerns. Ensure design tasks are completed on or ahead of schedule in conformance with acceptable levels of quality and workmanship.
- Submit all required reports and paperwork on time and in the proper format.
- Ensure all work is completed in a professional manner and to the specifications of the permitting agency.
- Track all the daily time, record it on your time sheet charged to the proper job number and cost code as directed by the Project Manager. Submit timesheets weekly prior to end of business of Friday or in the case of a short week, prior to leaving for the week.
- Recognize signs of possible mistakes.
- Ensure that all calculations are correct and complete.

EVALUATION CRITERIA:

The first 90 days of employment (“Initial Employment Period”) will be considered probationary and will afford both the employee and MeritCorp the opportunity to assess one another. Employees will be evaluated at the end of this probationary period. After the initial evaluation, employees are evaluated at the discretion of Principal or Supervisor at least annually or as deemed necessary.

REPORTING RELATIONSHIPS:

PROJECT ENGINEER will receive direction, guidance and technical information from Project Manager (or Senior Project Engineer or Engineer II if any are assigned to the Project). Project Engineer Reports to Project Manager unless otherwise directed.

PROJECT ENGINEER may request assistance and provide direction to CAD operator, Engineering Technician Project Coordinator or other Administrative Staff.

AUTHORITY LIMITATIONS:

- Project Engineer I has no specific authority.

MINIMUM REQUIREMENTS:

1. EDUCATION

Required: Bachelor’s degree and Some Engineering Coursework

Preferred: B.S. – Civil Engineering

2. EXPERIENCE

Required: Minimum 2 yrs prior Civil Engineering experience preferred.

3. LICENSING, REGISTRATION, CERTIFICATION

Required: Pass State Fundamentals of Engineering Examination

4. SKILLS, KNOWLEDGE, ABILITIES

- Must have computer literacy and AutoDesk Civil3D or equivalent CAD experience (MicroStation), calculator, Excel (or compatible), MSWord, Outlook and MS Teams (or compatible).
- Preferred candidate will have an understanding of Civil Engineering plan content and preparation.
- Candidate must have a BS in Civil Engineer from an accredited College or University and be eligible to sit for the PE Exam upon accumulation of 4 years of documented training under a Professional Engineer.

A. Physical Requirements

Body positions: Sitting for long periods of time to perform work on the computer.

Body movements: Turning in chair, stooping and reaching for files and data entry (keyboard).
Mouse /Keyboard – wrist motion and dexterity.

Body senses: Must hear well enough to understand oral directions. Must be able to read forms, labels, directions, prints, and specifications.

B.

Mental

Mathematics: Must comprehend arithmetical functions. Must have a working knowledge of trigonometry, geometry, calculus and coordinates.

Language: Must read and write English. Must be able to understand and communicate effectively, both orally and in writing.

C. Working Conditions:

Indoor and sedentary, requires sitting for long periods of time. May require occasional travel for training or meetings, or to pick up or deliver information from a Client or agency's office or job site.

D. Appearance:

Casual but professional and suitable for meeting public daily. (Refer to Employee Manual)

9.0 ACKNOWLEDGMENT:

"I have reviewed, and understand, the above Job Description. I understand that management retains the right to change this Job Description at any time."

Project Engineer

Date

Project Manager

Date

Principal

Date