



Project Engineer-Civil Position Guide

Summary/Objective

The Project Engineer-Civil is responsible for the design of erosion & sedimentation control plans, floodplain analysis, storm water management, best management practices, site layout, storm/sanitary sewer/water utility design, and grading. They will also be responsible for completing calculations, reports, and spreadsheets. They support and complement the project team by providing a strong work ethic and thrive in being a technical leader on the project team environment. Project types represent a broad cross section of commercial, governmental, industrial, institutional, recreational facilities, residential, and retail.

Main Responsibilities

The specific responsibilities of this position include, but are not limited to, the following:

1. Design municipal, retail, commercial, industrial and/or residential development including due diligence, permitting, reporting and limited contract administration.
2. Analyze survey reports, maps, drawings, blueprints, aerial photography, and other topographical or geologic data to plan projects.
3. Research, understand and apply Local Municipal, State, and Federal codes.
4. Estimate project costs, including materials, equipment, and labor.
5. Communicate tasks and schedule and coordinate project assignments with project team.
6. Execute assigned tasks accurately, on schedule, and within budget.
7. Visit sites as required.
8. Provide technical support for customers and support regional business development initiatives as a technical resource.
9. Promote the reputation of the company through the technical quality of his/her work.
10. Represent us professionally at all project related inspections.

Working Relationships

Supervision received: Reports to and receives guidance from the Civil Division Manager. May also receive direction/need coordination with Senior Project Engineers, other Department Heads, or Project Managers in multi-disciplined projects.

Supervision given: May provide direction to designers or interns on a project-by-project basis.

Core Competencies

- Strong knowledge of the technical aspects of the civil engineering practice
- Thorough knowledge of all codes applicable to his/her discipline
- Critical thinking and problem solving
- Leadership and mentoring
- Project and resource management
- Problem solving/analysis
- Communication proficiency with team members and clients
- Ability to build relationships and interact with review agencies
- Financial management to budget and goals/objectives

Basic Qualifications

- Bachelor's Degree in Civil Engineering
- Minimum of Two (2) years' experience with progression to similar position
- Experience with water/wastewater, subdivision and land development projects
- Experience with design software (AutoCAD Civil 3D, Revit, and Hydrologic/Hydraulic design software)
- Fluency with Micro Soft Office Suite
- Demonstrated background in plan production and project execution

Physical Requirements and Working Conditions

- Travel locally and nationally via auto, plane, etc.
- Ability to visit and navigate various construction, development, and industrial sites.
- Regular office work including extensive use of computers, telephones, copiers, etc.