



TITLE: Project Engineer
FLSA: EXEMPT
DATE: January 24, 2020
DIVISION: Engineering Services

REPORTS TO: Engineering Services Director

POSITIONS SUMMARY:

A Project Engineer will manage and design diverse projects from initial concept through project completion.

PRINCIPAL ACCOUNTABILITIES:

- Communicates with clients and staff verbally and in writing. Methods include personal contact, telephone, email and business correspondence
- Teams with salespeople, drafters and other engineers to develop concepts and prepares site-specific project proposals and presentation materials.
- Designs project features specific to the Project Engineer's discipline.
- Prepares and modifies plans and specifications for construction and/or bidding
- Manages communication and task assignments between engineering, drafting, clients, client managers and regulatory agencies for project execution.
- Manages interaction with the Construction Department for design/build projects.
- Identifies and manages engineering, permitting and other design contractors; manages these contracts and approves payments.
- Manages project budgets and invoicing.
- Reviews deliverables for quality and accuracy
- Coordinates work with field technicians.
- Facilitates team and client meetings effectively
- Reviews the status reports of team members and addresses issues as appropriate
- Effectively communicates relevant project information to superiors
- Develops lasting relationships with client personnel that foster client ties
- Engineering projects may include: process systems, fuel storage/delivery systems, environmental remediation, oil/natural gas systems, civil improvements, storm water improvements, and waste water systems.



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JOB REQUIREMENTS:

Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

EDUCATION & EXPERIENCE:

Bachelor's degree in mechanical, civil, environmental, or chemical engineering supplemented by a **minimum of 3 years** of progressively responsible experience in design, technical review, and project management. Licensure as a Professional Engineer is a plus.

SKILLS: Project management is a primary skill. Technical writing is required. Must be able to provide basic engineering in a variety of projects, and manage subcontracted engineers and specialists. Construction experience is a plus. Must be very organized and willing to work well in a team environment. Must be able to follow instructions and work independently. Must be professional and have good people skills when working with co-workers, clients and other officials. Attention to detail required. Must be willing to manage a diverse and changing workload. Patience and flexibility are important.

SUPERVISORY RESPONSIBILITIES: None.

EQUIPMENT USED: Must be able to operate computers demonstrating proficiency in Windows, Outlook, Word, and Excel. Proficiency in AutoCAD, PowerPoint, databases and Adobe at a basic level are a plus. Must be proficient in using office machines including fax machine, copier, scanner and telephone.

TYPICAL PHYSICAL DEMANDS: Must have a valid Colorado Drivers license and required Colorado automobile insurance. Position requires regular vision and normal range of hearing. Employee must be able to lift 50 lbs. Must have manual dexterity sufficient to operate a computer keyboard and calculator. Position involves sitting 75% of the time.

WORKING CONDITIONS: Work in a small casual office setting. Occasional travel required. Must be willing to carry out company goals and policies.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.