



**JOB TITLE:** Project Engineer  
**FLSA:** EXEMPT  
**REVISION DATE:** September 2023  
**DIVISION:** Engineering Services  
**REPORTS TO:** Engineering Operations Supervisor  
**COMPENSATION:** \$67,618.00 – \$80,431.51 D.O.E.  
**DEADLINE:** February 29th, 2024

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*CGRS was founded in 1987 in Fort Collins, Colorado. CGRS personnel have experience in over forty states, and we are currently working on a multitude of environmental investigation, remediation, and leak detection projects for a variety of private companies and governmental agencies. CGRS is a team-oriented company with a culture best summarized by our mission statement: “We deliver quality solutions with integrity and expertise every time.”*

*At CGRS, we are committed to serving the ever-changing needs of our customers. We believe that our greatest asset is our employees, and we enable our employees to provide our clients with a valuable customer experience. CGRS offers health, dental and vision insurance, competitive wages, 401(k), paid vacation, sick time, and strongly believes in work/life balance.*

## **POSITION SUMMARY:**

A Project Engineer at CGRS shall support the internal environmental, water, fuels, and energy teams, as well as external clients providing technical assistance, analysis, design, and report generation for diverse projects from initial concept through project completion. The Project Engineer shall have 5 to 10 years of experience and a degree in civil or mechanical engineering, or similar with an EIT or PE certification.

## **PRINCIPAL ACCOUNTABILITIES:**

- 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.
- Technical engineering support including field investigations, conceptual modeling, code review, calculations, design, and report writing.
- 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

## **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:** A bachelor's degree is required in civil, environmental, or mechanical engineering supplemented by a minimum of 5 years of progressively responsible experience in design, technical review, and project management.

**EXPERIENCE:** A Professional Engineer's License is preferred, but an EIT is required. Experience is required in some combination of mechanical integrity evaluations, hydrology, hydraulics, water, wastewater, site grading, and/or storm water.

**SKILLS:** Project management is a primary skill. Technical writing is required. Engineering design or evaluation experience is required. 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 Driver's 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.

**TYPICAL MENTAL DEMANDS:** Must be able to speak professionally and in a polite manner. Requires ability to adapt to change quickly with ever changing requests.



**WORKING CONDITIONS:** Work in a 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..***