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| TYPICAL JOB DESCRIPTION**TITLE:** Project Engineer | *Your Company Logo* |

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| GROUP:  |  | STATUS: | [ ]  *Exempt* [ ]  *Non-Exempt* |
| DEPT:  |  | EFFECTIVE DATE: | **00/00/00** |
| LOCATION:  |  | APPROVALS: |  |
| REPORTS TO:  |  |  |  |

**POSITION OVERVIEW:** Responsibilities include managing the drafting department, quality control, assisting in pre-bid review, and other duties and tasks as assigned by the Operations Manager.

**RESPONSIBILITIES/DUTIES:** Please note the essential functions may vary depending on department size, organizational structure and/or geographic location.

* Responsible for engineering, design and construction drawings, loading schedules
* Responsible for maintaining the drafting department including keeping the CAD system up-to-date, maintaining standardized drawing packages, completing as-built drawings in a timely manner and filing of project engineering documentation
* Establishes and maintains drafting work schedules, coordinates work with Project Managers and Operations Manager
* Maintains a good line of communications between Project Managers and staff
* Engineering sales support and review of the functionality and design of systems being proposed by sales or consultants, working with the Estimating Manager. Responsible for the adequacy of drafting hours included in project estimates. Ensures drafting hours posted to projects do not exceed estimated values
* Responsible for the adequate and accurate time posting of all drafting to jobs

**SUPERVISORY DUTIES:** In accordance with applicable Company policies/procedures and Federal/State laws, may perform the following supervisory responsibilities: Interviewing, hiring orienting and training employees; planning, assigning, and directing work; coaching and appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

* Supervises:
1. Drafters

**MINIMUM QUALIFICATIONS:** The following are the minimum qualifications an individual needs in order to successfully perform the duties and responsibilities of this position. Please note that the minimum qualifications may vary based upon the department size and/or geographic location.

* Knowledge:
1. 4+ years working in the electronic field where AC/DC theory is used on a daily basis
2. 4+ years working with computers at the systems level
3. Understanding of CAD and Drafting techniques
* Skills/Abilities:
1. Ability to function as an effective team member
2. Ability to solve practical problems and carry out responsibilities with minimal supervision
3. Ability to finish projects
4. Ability to organize staff workload for effective implementation
5. Ability to clearly and concisely present information in one-on-one and small group situations
6. Strong customer and results orientation
7. Ability to interact effectively at all levels and across diverse cultures
8. Ability to adapt as the external environment and organization evolves

**PHYSICAL DEMANDS:** In general, the following physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

* Must be able to see, hear, speak and write clearly in order to communicate with employees and/or other customers; manual dexterity required for occasional reaching and lifting of small objects, and operating office equipment

**WORK ENVIRONMENT:** In general, the following conditions of the work environment are representative of those that an employee encounters while performing the essential functions of this job.

* The office is clean, orderly, properly lighted and ventilated. Noise levels are considered low to moderate
* Site work job conditions are similar to typical construction projects