

## Project Engineer (E4)

You are applying your experience to independently perform technical design on projects and assignments increasing in complexity with review by others. In addition, you may begin exploration of project management and business development to continue your development as a consultant.



Knowledge, Skills, and Abilities	Duties and Responsibilities	Last Updated	March 18, 2024
<ul style="list-style-type: none"> <li>In-depth knowledge of discipline-specific engineering principles and proven ability to apply to projects (e.g., relevant BS degree in an ABET accredited curriculum plus 4 years' experience*)</li> <li>Excellent oral and written communication skills.</li> <li>Ability to function and show flexibility on project teams to complete a diverse range of tasks.</li> <li>Proficiency with Microsoft Office Word, Excel, and Outlook software.</li> <li>Proven analytical skills.</li> <li>Proficiency with CAD software.**</li> <li>Proficient in design software specific to discipline</li> <li>Proficiency in standards and codes applicable to engineering discipline (e.g., AISC, IEEE, ASME).</li> <li>Has or will obtain Professional Engineer licensure within a year.</li> <li>Familiarity with proposal preparation.</li> <li>Broad knowledge of specialty area and knowledge of related specialties.</li> <li>Valid driver's license.</li> </ul>	<p>Technical Expertise</p> <ul style="list-style-type: none"> <li>Independently performs most assignments within specified scope, schedule, and budget with basic instructions on the general result, level of effort, and detail expected.</li> <li>Applies standard practices and techniques in specific situations, adjusts and correlates data, recognizes discrepancies in results, and follows operations through a series of related detailed steps or processes.</li> <li>Performs conventional aspects of engineering analysis and design, independently evaluating, selecting, adapting, and modifying standard techniques, procedures, and criteria.</li> <li>Serves as technical engineering lead for specific discipline or specialty.</li> <li>With experience/knowledge, may serve as a Discipline Group Lead</li> </ul> <p>Communication &amp; Coordination</p> <ul style="list-style-type: none"> <li>Provides direction and support to junior engineers, drafting, admin, and other support staff on specific assignments. Delegates and manages tasks.</li> <li>Effectively presents information in one-on-one and small group situations to agencies, clients, contractors, and internal staff members.</li> <li>Communicates effectively with staff and clients.</li> </ul> <p>Ownership Mindset</p> <ul style="list-style-type: none"> <li>Uses knowledge of firm operations and financial structure/tools to enhance project performance.</li> <li>Work towards achieving metrics and collaborating with manager to resolve issues.</li> <li>Prepares, plans, schedules, and coordinates detailed phases of the engineering work in a part of a major project, in a total project of moderate scope. May function as an APM on smaller-sized projects and, with experience/knowledge, may perform as a PM on low complexity projects. Prepares small proposals and scope and cost estimate sections of larger proposals under close supervision.</li> <li>Engages in and applies lessons learned to active projects.</li> <li>Seeks mentoring from more senior employees to broaden exposure to career paths. Provide peer and more junior employees mentoring as requested.</li> <li>Owens technical development by seeking projects, relationships and education that support firm and individual development.</li> <li>Begins development of at least one technical specialty, recognition internally, and attendance at workshops/seminars to enhance knowledge and application to projects.</li> </ul> <p>Flexibility</p> <ul style="list-style-type: none"> <li>Applies problem-solving skills in selecting and evaluating approaches to complex unforeseen and new problems.</li> <li>Anticipates requirements, multi tasks and manages priorities of self and others in complex, demanding situations.</li> <li>Interprets guidelines and policies in an appropriately flexible manner; requests assistance from others as needed.</li> </ul>	<p><b>Authorities and Reporting</b></p>	<p>Reports to Section Manager. Collaborates with staff. No direct reports. Supports staff to which they delegate tasks</p>
		<p><b>Physical Requirements</b></p>	<p>Majority office environment; regular field work/site visits requiring travel. Link to <a href="#">Work Environment</a> description</p>
		<p><b>Location</b></p>	<p>Within a commutable distance to an office (e.g., In-office or Hybrid). Remote by approval of TD.</p>
		<p><b>Exempt</b></p>	<p>Yes</p>
		<p><b>Metrics</b></p>	<p>Utilization 80%***            Progress on technical development            Feedback from team</p> <p><i>*A relevant MS is equivalent to 1 year of experience, a PhD is 3 years. Education and/or experience is provided as an example. The focus is the knowledge and the ability to apply it to job duties.            **In alignment with integrated design initiative implementation            ***Utilization may be adjusted by a section manager based on an individual's approved commitments.</i></p>