



### PEC+ Job Description

<b>Job Title:</b> Engineer 1	<b>Exempt/Nonexempt:</b>
<b>Reports to:</b> Project Manager → Director of Civil Engineering → VP of Civil Engineering	<b>Department:</b> Civil Engineering
<b>Date:</b> 11/9/2020	<b>Prepared by:</b> Human Resources

#### Position Overview

This position will develop conceptual and detailed design plans using Civil 3D that ensure functionality and performance for the client’s project requirements aimed at assuring project quality and accuracy of construction deliverables. Position must have ability to interact, build rapport and communicate clearly with fellow employees. This position requires entry-level proficiency and a basic knowledge and understanding of all job responsibilities while following direction of senior team members and completing tasks on time.

#### Qualifications & Skills:

- Bachelor’s degree in Engineering or related field required
- EIT/FE and seeking Erosion Control Certification
- 0-2 years relevant experience
- Basic skills in Civil 3D software
- Basic written and verbal communication skills
- Basic organizational skills
- Commitment to exceeding company and client expectations

#### Principal Skills and Responsibilities (Essential Functions):

- Follow direction around parameters for each project, including design elements and implementation procedures
- Foster and maintain a customer service attitude in all client interaction
- Basic knowledge of how to interpret survey
- Basic understanding of how to meet compliance to applicable codes, practices, QA/QC policies, performance standards and specifications
- Basic knowledge of how to follow safety procedures by complying with direction from superiors
- Communicate and collaborate with team members on project schedules and production expectations
- Execute basic professionalism in all communication in timely and effective manner
- Maintain professionalism that encourages and enhances the company vision
- Possess basic knowledge of engineering principles and plan production
- Basic knowledge of design and draft concepts of engineering drawings





- Basic knowledge of site design and layout, including but not limited to: site planning, erosion control, storm sewer, sanitary sewer, domestic water and grading concepts
- Basic ability to follow direction of senior team members to translate comments into workable designs
- Develop and maintain basic technical design skills to complete tasks in a timely and effective manner
- Adhere to company policies and procedures

**Supervision Received:**

- Project Manager 1, 2, 3

**Supervision Exercised:**

- None for this position

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