



## PEC+ Job Description

<b>Job Title:</b> Engineer 2	<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 sufficient ability to interact, build rapport and communicate clearly with clients, municipalities and fellow employees. This position requires sufficient proficiency, knowledge and understanding of all job responsibilities while completing multiple tasks on time.

### Qualifications & Skills:

- Bachelor's degree in Engineering or related field required
- EIT/FE
- Erosion Control Certification
- 1-3 years relevant experience
- Sufficient in Civil 3D software skills
- Sufficient written and verbal communication skills
- Sufficient organizational skills
- Commitment to exceeding both the company and client expectations

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

- Sufficient understanding of how to develop project objectives by conferring with Project Manager
- Follow direction around parameters for each project, including design elements and implementation procedures
- Sufficient understanding of the framework used to develop and monitor project metrics and manage the collection of project data
- Foster and maintain a sufficient customer service attitude in all client interaction
- Sufficient knowledge of how to interpret survey
- Sufficient understanding of how to meet compliance to applicable codes, practices, QA/QC policies, performance standards and specifications
- Sufficient working knowledge of how to follow safety procedures by complying with direction from superiors
- Sufficiently communicate and collaborate with team members on project schedules and



- production expectations
- Execute sufficient professionalism in all communication in timely and effective manner
  - Maintain professionalism that encourages and enhances the company vision
  - Possess sufficient working knowledge of engineering principles and plan production
  - Adhere to company policies and procedures
  - Sufficient working knowledge of design and draft concepts of engineering drawings
  - Sufficient working knowledge of site design and layout, including but not limited to: site planning, erosion control, storm sewer, sanitary sewer, domestic water and grading concepts
  - Sufficiently follow direction of senior team members to translate comments into workable designs
  - Maintain and develop sufficient 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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