



## PEC+ Job Description

<b>Job Title:</b> Engineer 3	<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 effectively interact, build rapport and communicate clearly with clients, municipalities and fellow employees. This position requires effective proficiency, knowledge and understanding of all job responsibilities while completing whole projects on time.

### Qualifications & Skills:

- Bachelor's degree in Engineering or related field required
- PE or EIT/FE
- Erosion Control Certification
- 2-5 years relevant experience
- Effective Civil 3D software skills
- Effective written and verbal communication skills
- Effective organizational skills
- Effective commitment to exceeding both company and client expectations

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

- Effective understanding of how to develop project objectives by reviewing project proposals and plans; conferring with Project Manager
- Effectively follow parameters for each project, including design elements and implementation procedures
- Effective understanding of the framework used to develop and monitor project metrics and manage the collection of project data
- Foster and maintain an effective customer service attitude in all client interaction
- Effective knowledge of how to interpret survey
- Effective understanding of how to monitor compliance to applicable codes, practices, QA/QC policies, performance standards and specifications
- Effective knowledge of how to follow safety procedures by complying with federal and state regulations
- Effectively communicate and collaborate with team members on project schedules and



- production expectations
- Execute effective professionalism in all communication with client in timely and effective manner
  - Maintain professionalism that encourages and enhances the company vision
  - Possess effective knowledge of engineering principles and plan production
  - Effective knowledge of design and draft concepts of engineering drawings
  - Effective knowledge of site design and layout, including but not limited to: site planning, erosion control, storm sewer, sanitary sewer, domestic water and grading concepts
  - Maintain and develop effective 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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