

Brown, Kevin

From: Resources, Human
Sent: Friday, January 28, 2011 12:01 PM
To: Brown, Kevin
Subject: Job Description: Engineer I (E10)

Job Description

Engineer I (E10)

Grade:

Reports To (title): **Sr Technical Professional or Technical Manager**

MAJOR FUNCTION / ROLE	General purpose of the job; major expected results.
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Under supervision, performs routine engineering work while developing professional proficiency. On design assignments, works to learn how to clearly convey the design intent through engineering drawings and specifications. On assignments involving investigations and planning, works to learn the fundamentals of engineering processes and to apply them successfully to operating systems. On assignments involving construction activities, works to develop an understanding of construction methods and the translation of engineering drawings and specifications into the constructed product. Upholds engineering ethics and standards of conduct.

JOB DUTIES	Typical duties and responsibilities of job.
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- Applies standard engineering practices and techniques in specific situations which may include the following:
- Assists in the planning, design, and production of engineering drawings. May supervise the production of these drawings. Carries out specific assignments in preparing and assembling specifications.
- Participates in conducting engineering investigations and planning work by completing well-defined tasks. These tasks may include collection and analysis of data using established procedures, performance of routine calculations, and participation in evaluating the feasibility of alternate solutions.
- Prepares assigned sections of reports working under the close review of a more experienced professional.
- Participates on projects involving construction activities by reviewing shop drawings for conformance with easily interpreted specifications; assists in recordkeeping and in generating progress reports; observes relatively simple construction procedures, and collects samples for quality control testing.
- Performs data acquisition and analysis, researching the feasibility of alternative design approaches, site conditions, and/or regulatory agency specifications or regulations.
- Prepares material for reports and permit applications, gathering information, writing rough outline, and/or preparing work progression documents and graphic presentations.
- Performs engineering calculations.
- Performs field observations of construction where appropriate.
- Performs such other duties as the supervisor may from time to time deem necessary.

COMPLEXITY (Variety or uniqueness of tasks; relative difficulty or importance of work performed; size of unit supported, etc.):

Generally applies standard engineering techniques, procedures and criteria in carrying out a sequence of somewhat diversified tasks requiring the use of analysis, interpretation, and deductive reasoning.

DECISION-MAKING (Supervision received; independent judgment or initiative; consequence of error):

Receives direct supervision on new aspects of assignments, exercising independent judgment on details of regular assignments, making preliminary selections, minor modifications, and adaptations of alternatives. May perform limited portions of a broader assignment of an experienced engineer, using prescribed methods.

WORK DIRECTION GIVEN TO OTHERS (Titles and number of personnel; type of direction given):

May give work direction or coordinate the work of technicians and others who assist in specific assignments.

INTERNAL CONTACTS (Required interaction/relationship with others within the organization):

Interfaces with technical professionals and technical managers.

EXTERNAL CONTACTS (Required interaction/relationship with others outside the organization):

Limited external contacts with regulatory agency staff and suppliers of services, equipment and/or construction materials.

MINIMUM REQUIREMENTS

EDUCATION AND EXPERIENCE

B.S. in Engineering. Minimal experience is required of incumbents with a Bachelor's Degree in a branch of Engineering directly related to hiring discipline; no experience required with a Master's degree.

SPECIAL SKILLS

Good interpersonal skills and capable of developing technical writing, and communications skills. PC and CAD skills required.

PROFESSIONAL REGISTRATIONS

E.I. or EIT desired.

COMPETENCIES

General Competencies expected of all Professionals and Managers at PBS&J are as follows: Client Service, Commitment, Communication, Innovation & Continuous Improvement, Professionalism, Quality, and Teamwork.

OTHER

Ability to process paper/electronic documents and utilize computer equipment; ability to communicate clearly both orally and in writing; ability to visit project sites if necessary. Job also requires ability to assemble and analyze data.

