

Brown, Kevin

From: Resources, Human
Sent: Friday, January 28, 2011 12:01 PM
To: Brown, Kevin
Subject: Job Description: Engineer II (E11)

Job Description

Engineer II (E11)

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, applies technical professional proficiency to the investigation of engineering problems, the coordination of project activities, and the preparation of preliminary plans and documents. On design assignments, progresses toward learning how to clearly convey the design intent through engineering drawings and specifications. On engineering and planning assignments, continues to develop a knowledge of the fundamentals of engineering processes and to apply them successfully to operating systems. On construction assignments, continues to develop an understanding of construction methods and the translation of engineering plans and specifications into constructed product. Upholds engineering ethics and standards of conduct.

JOB DUTIES	Typical duties and responsibilities of job.
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- Assignments have clear and specified objectives and require the investigation of a limited number of variables. Duties usually include the following:
- Designs and develops plans and drawings, which may include the development of preliminary layout and/or final drawings.
- Organizes and conducts engineering investigations and planning work which have a well-defined scope. Outlines and prepares relatively straightforward reports of sections of more complex reports, working under the periodic review of a more experienced professional.
- Provides engineering services during construction activities by reviewing shop drawings for conformance with specifications; prepares records and progress reports defining construction progress; observes construction procedures under the guidance of a more experienced professional, and evaluates the results from quality control testing.
- Researches feasibility of alternative design approaches, site conditions, and regulatory agency specifications.
- Contributes to the development of specifications and permit applications, and writes miscellaneous reports.
- Prepares preliminary man-hour, cost and material quantity estimates.
- Participates in quality control checks, maintaining quality standards in all work produced, checking computations, and/or reviewing designs and drawings performed by others.
- Coordinates with other disciplines as required.
- Performs field observations of construction where appropriate.

- Performs such other duties as the supervisor may from time to time deem necessary.

SCOPE Aspects that help define or distinguish level of work and its importance to the organization.

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

Performs work which involves conventional types of plans, investigations, surveys, structures or equipment, to carry out diversified engineering projects or phases of a single project with relatively few complex features and requiring the use of analysis, interpretation, and deductive reasoning.

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

Exercises independent judgment on regular assignments. Receives instructions on specific assignment objectives, complex features and possible solutions. Work is reviewed for application of sound professional judgment and assistance is furnished on unusual problems.

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

May coordinate with and/or guide the work of junior professionals, technicians, and others who assist in specific assignments.

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

Interfaces with senior technical professionals and technical managers.

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

Limited external contacts may include state regulatory agency and utility personnel, subconsultants, and clients to discuss requirements.

MINIMUM REQUIREMENTS

EDUCATION AND EXPERIENCE

B.S. or M.S. in Engineering. This level may be achieved by Engineers with 2 years' experience since B.S. or 1 year since M.S. The typical incumbent has 3 to 5 years' experience since Bachelor's degree.

SPECIAL SKILLS

Technical writing, computer and communications skills required. CAD skills preferred.

PROFESSIONAL REGISTRATIONS

E.I. or EIT is usually required.

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.

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