

Brown, Kevin

From: Resources, Human
Sent: Friday, January 28, 2011 12:02 PM
To: Brown, Kevin
Subject: Job Description: Engineer III (E12)

Job Description

Engineer III (E12)

Grade:

Reports To (title): **Technical Manager**

MAJOR FUNCTION / ROLE General purpose of the job; major expected results.

Under direction, applies full competency in conventional engineering work and broad knowledge of precedents in specialty area. On design assignments, understands how to clearly convey the design intent to engineering drawings and specifications. On assignments involving engineering investigations and planning work, has a firm grasp of the fundamentals of engineering processes and their application to operating systems. On projects involving engineering services related to construction activities, has developed a thorough understanding of construction methods and the manner in which engineering drawings and specifications are translated into the constructed product. Upholds engineering ethics and standards of conduct.

NOTE: This level is to be used for Engineers without P.E., but whose 10+ years of experience in engineering work qualify them to perform at a level equivalent to that of the Sr. Engineer I.

JOB DUTIES Typical duties and responsibilities of job.

- Plans, schedules, conducts or coordinates detailed phases of the engineering work in a part of a major project or in a total project of moderate scope.
- Performs preliminary engineering design and/or reviews the design and drafting work of junior engineers, designers or CAD technicians.
- Prepares cost and man-hour estimates, job budgets and schedules.
- Prepares or oversees the preparation of final plans and reports and submits them for approval.
- Conducts or oversees personnel involved in engineering investigations and planning work.
- Coordinates work with other engineers and professionals within and outside own discipline, and with support services staff.
- Plans, schedules, and conducts or coordinates construction services on projects of moderate scope.
- May occasionally assist in the management of projects.
- May perform 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 that involves conventional engineering practice but may include a variety of complex features such as conflicting design requirements, unsuitability of conventional materials or procedures, or difficult coordination requirements.

DECISION-MAKING (Supervision received; independent judgment or initiative; consequence of error): Most assignments are performed independently, making decisions on technical problems and methods. Receives approval on proposed plans for projects and general direction as to results expected or unusual problems. Cannot sign and seal engineering plans.

WORK DIRECTION GIVEN TO OTHERS (Titles and number of personnel; type of direction given): Coordinates with, guides and/or reviews 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): Routinely interfaces with clients and regulatory agencies.

MINIMUM REQUIREMENTS

EDUCATION AND EXPERIENCE

B.S. or M.S. in Engineering. This level may be achieved by Engineers who compensate for lack of P.E. through 10 or more years of experience since Bachelor's degree.

SPECIAL SKILLS

Good technical writing and communications skills. May be eligible to receive project management training.

PROFESSIONAL REGISTRATIONS

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.