

Brown, Kevin

From: Resources, Human
Sent: Friday, January 28, 2011 12:02 PM
To: Brown, Kevin
Subject: Job Description: Sr Engineer IV (E16)

Job Description

Sr Engineer IV (E16)

Grade:

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

MAJOR FUNCTION / ROLE	General purpose of the job; major expected results.
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Under general direction, serves as a recognized technical specialist throughout the company, providing advice on the resolution of major technical problems of marked importance to the organization. Provides technical expertise on programs and projects with substantial fees, developing standards for diverse activities. Upholds engineering ethics and standards of conduct.

JOB DUTIES	Typical duties and responsibilities of job.
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- Serves as technical consultant, solving major technical problems, developing engineering standards and guides, and determining program objectives and requirements.
- Analyzes projects and makes cost-effective design recommendations, monitors design approaches and makes final design decisions.
- Provides consultation and advice throughout the company on matters within area of expertise.
- Monitors budget conformance.
- Actively serves in quality control capacity.
- Markets company services.
- Conducts technical training workshops and serves as mentor to less experienced engineers and other technical professionals.
- May function as the project manager for routine to semi-complex projects. Responsibilities may include marketing, negotiating contracts, budgeting, financial management, schedule coordination and resources allocation.
- 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.
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COMPLEXITY (Variety or uniqueness of tasks; relative difficulty or importance of work performed; size of unit supported, etc.):

Performs highly advanced engineering work, involving the solution of unprecedented technical problems that require major technological advances which may open the way for extensive related development, or involving management and coordination of usually large of complex projects, heavy regulatory agency involvement, or unique management requirements and/or client needs.

DECISION-MAKING (Supervision received; independent judgment or initiative; consequence of error):
Supervision received is essentially administrative. Makes decisions and recommendations that are recognized as authoritative and have an important impact on extensive engineering activities.

WORK DIRECTION GIVEN TO OTHERS (Titles and number of personnel; type of direction given):
Supervises the work of senior professionals and support staff.

INTERNAL CONTACTS (Required interaction/relationship with others within the organization):
Interfaces with senior technical professionals, technical managers, and administrative staff and managers as necessary.

EXTERNAL CONTACTS (Required interaction/relationship with others outside the organization):
Maintains extensive contacts with and represents the organization to clients, prospective clients, key engineers and officials of other organizations, regulatory agencies and the general public. Maintains visibility within professional, civic and other organizations to promote the firm and elicit new business.

MINIMUM REQUIREMENTS

EDUCATION AND EXPERIENCE

B.S. or M.S. in Engineering. M.S. or graduate level technical coursework preferred. This level may be achieved by Engineers with fifteen years experience since Bachelor's or fourteen years since Master's. Typical incumbent has 20+ years of experience.

SPECIAL SKILLS

Strong persuasive ability, technical writing and communications skills are expected at this level, proven through technical presentations, technical papers and/or participation in technical committees. May be eligible for project management training.

PROFESSIONAL REGISTRATIONS

P.E. license is 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 evaluate alternatives and select appropriate solutions, manage multiple concurrent projects, and supervise and motivate professional staff.