

Brown, Kevin

From: Resources, Human
Sent: Friday, January 28, 2011 12:01 PM
To: Brown, Kevin
Subject: Job Description: Sr Engineer II (E14)

Job Description

Sr Engineer II (E14)

Grade:

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

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

Under direction, provides the expertise of a seasoned engineer to all conventional aspects of functional area and applies advanced concepts and techniques to unconventional engineering problems. May function as individual researcher or technical specialist. Upholds engineering ethics and standards of conduct.

JOB DUTIES Typical duties and responsibilities of job.

- Performs project design, sketching design concepts to be developed by junior engineers, CAD designers or technicians.
- Plans and reviews the production of engineering drawings and specifications.
- Plans and reviews the production of engineering investigations or planning work.
- Develops and evaluates plans and criteria for new projects, weighing alternatives and selecting the most cost-effective solution.
- Analyzes technical problems, assessing the feasibility of proposed techniques and procedures, and devising new approaches and alternative solutions.
- Analyzes project dimension and scope, and prepares or oversees the preparation of cost and manpower estimates, schedules and job budgets.
- Coordinates work with project manager, and guides junior professionals and technical personnel on the design and drafting of preliminary and final plans.
- Is responsible for quality control, maintaining quality standards in all work produced, and checking computations or reviewing designs and drawings performed by others.
- May occasionally manage projects.
- 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.):

Carries out complex or novel assignments requiring diversified knowledge of engineering principles and practices in broad areas of assignments. Work requires the use of advanced techniques and the modification and extension of theories, precepts and practices.

DECISION-MAKING (Supervision received; independent judgment or initiative; consequence of error):
Consistently exercises independent judgment. Supervision and guidance relate largely to overall objectives, critical issues, new concepts, and policy matters. Consults with supervisor concerning unusual problems and developments.

WORK DIRECTION GIVEN TO OTHERS (Titles and number of personnel; type of direction given):
Supervises and 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, technical managers, and administrative staff and managers as necessary.

EXTERNAL CONTACTS (Required interaction/relationship with others outside the organization):
Represents the organization in conferences with clients and/or regulatory agencies.

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 seven years of experience since B.S. or 6 years since M.S. Typical incumbent has ten to fourteen years of experience.

SPECIAL SKILLS

Proven technical writing and communication skills. Incumbent 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 communicate clearly both orally and in writing; ability to visit project sites if necessary. Job also requires ability to plan, prioritize and review project plans and documents, evaluate alternatives, and devise appropriate solutions.