

Brown, Kevin

From: Resources, Human
Sent: Friday, January 28, 2011 12:02 PM
To: Brown, Kevin
Subject: Job Description: Sr Engineer III (E15)

Job Description

Sr Engineer III (E15)

Grade:

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

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

Under general direction, provides technical expertise within area of specialization for diverse engineering activities throughout the assigned area of responsibility and/or company-wide. May function as lead designer or technical consultant. Upholds engineering ethics and standards of conduct.

JOB DUTIES Typical duties and responsibilities of job.

- Defines scope of project, with full responsibility for interpreting, organizing and executing project assignments.
- Selects problems for investigation, developing novel approaches and solutions to technical problems.
- Conducts quality control checks, reviewing calculations, designs, evaluations and specifications developed by design staff for accuracy and completeness, performing on-site inspections and reviews, and conducting or overseeing remedial design work.
- Keeps abreast of state-of-the-art methods and developments in area of specialization.
- Recommends changes or improvements to plans and programs.
- 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.

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

Work involves coordination, research and problem solving on a variety of engineering projects with unique or controversial problems, the solution of which has an important effect on major organization programs.

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

Supervision received is essentially administrative, with assignments given in terms of broad general objectives and limits. Acts independently on technical matters relating to his/her field.

WORK DIRECTION GIVEN TO OTHERS (Titles and number of personnel; type of direction given):
Supervises and/or coordinates with other 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):
Represents the organization in conferences with clients, prospective clients and 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 ten years experience since B.S. or nine years since M.S. Typical incumbent has 15 to 20 years of experience.

SPECIAL SKILLS

Strong technical writing and communications skills are expected at this level, proven through technical presentations, technical papers and/or participation in technical committees.

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 select appropriate solutions.