



Date: January 16, 2019
Job Title: Project Engineer
Billing Classification: 202 – Engineer/Tech Specialist II
Reports To: General Manager of Operations
FLSA Status: Exempt

Summary: Coordinates activities of designated projects (under the direction of Project Manager) to ensure that goals and objectives of projects are accomplished within prescribed time frame and cost parameters by performing the following duties personally or through subordinate supervisors.

Essential Functions:

1. Confers with Project Manager to develop work plans and to assign duties, responsibilities, and scope of authority within the project team.
2. Develops project team environment that will foster collaboration throughout the organization.
3. Directs and coordinates activities of project personnel to ensure project adheres to schedule and within budget.
4. Continuously reviews project plans with Project Manager based on input from project personnel and modifies schedules or plans as required.
5. Coordinates development of change orders with input from project discipline leads and communicates these scope changes to the Project Manager.
6. Prepares data for project reports for management, client, or others as required.
7. Works with project personnel and Department Managers to resolve technical problems.

Education and Experience Requirements:

- Bachelor of Science degree from an accredited college and 5 years of relevant experience in providing professional services
- Experience as a project team member on projects in excess of \$250k in contract value

Qualifications:

- Possesses good leadership, organizational, communication and interpersonal skills
- Has an excellent working knowledge of general engineering principles and an understanding of project management concepts
- Must have excellent computer skills and working knowledge of Microsoft Office suite of products
- Ability to successfully pass government security checks