



## **JOB DESCRIPTION: Project Engineer**

**REPORTS TO:** Owner/President

### **I. JOB SUMMARY**

Under the supervision of the Owner/President, the Project Engineer performs a variety of design/drafting activities including preparation of engineering plans, technical report writing, preparation of calculations, as well as perform other duties as requested, directed, or assigned. Occasional assistance with survey field work or construction observation may also be required.

### **I. DUTIES AND RESPONSIBILITIES**

- Preparation of design drawings and specifications, permitting, quantity and cost estimates, technical report writing, under the direction of a Professional Engineer.
- Perform design calculations for utility designs, stormwater management, earthwork, grading, etc. under the direction of a Professional Engineer
- Work closely with other team members to create integrated solutions.
- Performs assignments designed to develop professional working knowledge and abilities.
- Assumes limited degree of judgment on work details and in making preliminary selections and adaptations of engineering alternatives.
- Using prescribed methods, performs specific and limited portions of an experienced Engineer's broader assignment.
- Assists in the preparation of improvement plans, specifications, supporting documents, and permit applications for subdivisions, commercial developments, multifamily developments, and public works projects.
- Assists in the preparation of calculations, such as surface water management systems, storm sewer, wastewater, water system, earthwork quantities, cost estimates, and other supporting documentation for public and private projects.
- Performs some plan drafting using AutoCAD and Civil3D software.
- Takes an active role in new business development by performing quality production work to build strong relationships with existing clients.
- May perform other duties as requested, directed, or assigned.

### **II. REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor's Degree in Civil Engineering
- One to four years of civil engineering experience after educational requirements. Land development experience highly preferred.
- Possesses Engineering Intern certification or has the ability to take the Fundamentals of Engineering exam within six months of hire.
- Experience with Stormwater Management modeling and AutoCAD Civil 3D preferred.

### **III. SPECIALIZED KNOWLEDGE AND ABILITIES**

- Proficient in AutoCAD
- Excellent communications skills: interpersonal, listening, oral, and written.
- Skilled in PC usage and associated software including Microsoft Office.
- Able to generate layout drawings from sketches and specifications.
- Familiar with design parameters related to standard civil engineering design.
- Knowledgeable of standard drafting practices and procedures.
- Able to work with minimal supervision, efficiently schedule and manage time.

### **IV. PHYSICAL DEMANDS**

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[www.raylengineering.com](http://www.raylengineering.com)



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- The Project Engineer must be able to concentrate for extended periods of time paying close attention to detail. The Project Engineer's work environment does not require much physical movement. While performing the duties of this job, the employee is regularly required to sit.

### **V. WORK ENVIRONMENT**

- This position is an office environment located in Bartow, FL. There may be occasional field trips to customer sites required in this job where dust and noise may be present.

### **VI. BENEFITS**

- Retirement
- Retirement matching
- Paid time off