

POSITION TITLE:

Project Civil Engineer

DEPARTMENT:

Civil

INCUMBENT:**REPORTS TO:**Director,
Civil Engineering**DATE:**

October 2021

GENERAL FUNCTION:

Under the direction of the Director of Civil Engineering, the Project Civil Engineer will design, plan, and supervise the construction of infrastructure projects such as site grading, stormwater control basins, water quality devices, culverts, roads, dams, storm sewers, water lines, and sewage systems.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Work with Civil Design Group to expand our expertise and manage projects from concept through construction.
- Maintain and build strong relationships with existing and new clients to help generate contract and proposal opportunities.
- Provide technical leadership for existing team members.
- Consults with and provides guidance to project stakeholders and managerial staff regarding engineering requirements for construction of various designs, modifications, and structural repairs.
- Uses design software and drawing tools to accurately render and communicate designs; plans and designs other necessary and related systems and structures such as transportation or hydraulics.
- Sets design specifications by computing load and grade requirements, water flow rates, and similar parameters.
- Plans projects based on the analysis of relevant materials such as drawings, blueprints, aerial photography, survey reports, maps, and other geologic and topographical data.
- Drafts and presents reports on topics related to projects such as environmental impact statements and right-of-way descriptions.
- Estimates materials, equipment, and labor needed to determine project costs.
- Collaborates with architects and contractors to ensure projects progress properly.
- Collaborates with surveyors (or directs and participates in surveying) to establish installations or reference points, grades, elevations, and other factors that will affect construction.
- Monitors project progress and ensures design specifications, safety, and sanitation standards are met.
- On completion of a project, inspects, repairs, and maintains the structures as needed.
- Performs other related duties as assigned.

QUALIFICATIONS / SKILLS AND ABILITIES:

- Thorough understanding of civil engineering principles, practices, and tools.
- Proficient in computer-assisted design (AutoCAD Civil 3D) and other design, data recording, and analyzation software.



