



## PROJECT ENGINEER

### Position Definition:

Professional Engineers will be under the general supervision of the company owner or engineering manager. Professional Engineers will perform a variety of complex engineering tasks (engineering design and review, detailed engineering calculations) and project management for numerous projects for various private, local, state and federal governmental agencies.

### Examples of Work:

Obtain design information (water and sewer atlas, storm sewer atlas, plats, legal descriptions, etc.) from varying locations such as City Hall or County Records for project design. Recognized and report errors or inconsistencies with data. Must have a working knowledge of surveying and advanced engineering concepts (construction materials, grades, construction equipment, and terminology).

Design and be in responsible charge of numerous construction plans (title, typical, details, general plan sheets, plan & profile sheets, cross sections, erosion control and construction estimates) for multi-discipline projects. Projects may vary from private land development (commercial building sites) to public improvements (water distribution systems, sanitary sewer collection systems, wastewater lift stations, roadway improvements, drainage improvements and storm water collection systems, and storm water detention).

Review design plans to ensure compliance with applicable local, state or federal design guidelines, review comments and established client (local, city or state) procedures. Review and be responsible for assigned design team's (CADD Technicians, CADD Managers and Engineer Interns) work for compliance with established tasks, design guidelines, review comments and established company policies and procedures.

Review and/or prepare required design reports (preliminary engineering reports, drainage or feasibility reports) and required construction permits (ODEQ reports, Corp of Engineer's 404, FEMA Letters of Map Amendments) for assigned projects for the owner's or engineering manager's signature.

### Knowledge and Skills:

Knowledge of civil engineering design, topographical surveying, preparation of construction plans and specifications, project permitting and the advanced principles and objectives of construction planning and analysis.

Skills with desktop computers and hand held calculators are a mandatory requirement. Experience with Autodesk Civil 3D or Bentley System's Micro Station and basic Microsoft Office applications (Word and Excel) are required. The engineer will be required to learn design software such as HEC-RAS, HEC-HMS, HY-8, AutoTurn, EPA Net or other type of engineering design software as needed.

### Education and Experience:

Registration as an Professional Engineer with the Oklahoma State Board of Registration for Professional Engineers and Land Surveyors or the ability to obtain registration within one (1) year.

Professional Engineer must have a minimum of four (4) years of engineering experience (construction observation, project design, project management) with a consulting engineering firm or federal or local governmental agency.



Required Work Schedule:

Minimum 40 working hours per week is required. Typical workweek is four (4) nine (9) hour workdays (Monday-Thursday) with one (1) four (4) hour workday (Friday). Additional work hours may be needed when requested. Time off for most recognized holidays will be paid. 3 weeks of personal time off (PTO) a year will be accrued per check for first 3 years of service; 4 weeks of PTO for 3-10 years' service; and 5 weeks of PTO for over 10 years of service. (Note no more than 2 consecutive weeks of PTO will be allowed at any one time.) Completion of a 3-month probation period is also required.

Monetary Compensation:

*As a salaried employee, your annual compensation is at market value based upon qualifications, experience and anticipated productivity.* Additionally, subjective annual employee bonuses (up to 6% of your annual compensation) are possible based upon: profitability of the company for that particular year; overall financial health of the company and documented progress of planned project schedules.

Other Compensation:

All new company hires have a mandatory three (3) month probationary period. Full time employees will have the opportunity to participate in the company's benefits plan which includes a 401k plan. A shared cost (Employee and Employer paid) health insurance plan, that includes medical, dental and vision options, is offered to all full time employees as a benefit. Employee dependants may be added to the health insurance plan at the employee's expense. Health insurance coverage begins the 1<sup>st</sup> day of the month following the date hired.