

## PROJECT ENGINEER/MANAGER

### Position Description:

- Perform engineering duties related to planning, design and construction of site work and municipal infrastructure projects including, but not limited to parking lots, highways, potable water, sewage treatment and stormwater management systems.
- Work under the direction of Principal Engineers on complex projects requiring independent study and responsible judgment. There will be regular contact with clients to manage project tasks, schedules and budgets and to achieve project objectives.

### Reports To:

- Principal Engineers in the Engineering Department with occasional daily supervision and guidance.

### Relationship to Others:

- Key design professional for the Engineering Staff.

### Responsibilities:

- Prepares proposals for individual project or term contracts with municipal, higher education and private clients.
- Develops and maintains project schedules and objectives by understanding project scopes and client requirements, estimating staffing needs, sequencing project tasks and conferring with Principal Engineers.
- Prepares technical narratives for engineering reports and studies including opinions of probable project cost.
- Presents engineering reports to clients and public.
- Analyzes surveys, maps, drawings, blueprints, aerial photography, and other topographical or geologic data in the course of project planning.
- Provides CAD drafting, performs administrative tasks and field reconnaissance associated with individual projects.
- Routinely performs calculations for site work and infrastructure designs.
- Prepares design and bidding documents, including technical specifications and project manuals.
- Reviews and evaluates bids from contractors and performs construction administration phase tasks.
- Collaborates with staff, legal counsel and fiscal advisors.
- Schedules the review and evaluation of shop drawings and product submittals.
- Provides construction observation to monitor progress and ensure conformance to design drawings, specifications and industry standards.
- Maintains project documents, organizes files and assists Administrative Staff with document production.

### Authority/Supervisory Responsibilities:

- Supervise and coordinate work by Civil Engineers, Construction Administrators and Engineering Technicians assigned to a project.



## **PROJECT ENGINEER/MANAGER (Continued)**

### Personal Qualities:

- Solid verbal and written communication skills are imperative.
- Highly organized with solid time management skills
- Able to work with and support all Office Staff.
- Flexible in work hours to help meet project deadlines.
- Receptive to new ideas and concepts.
- Responsible to employer and self-motivated.

### Experience/Education Guidelines:

- Graduate of an accredited Civil and Environmental Engineering curriculum with a Bachelor of Science degree.
- Must have passed the New York State Fundamentals of Engineering exam.
- Professional Engineering license preferable.
- At least 5 years of experience in design and construction of site work and municipal infrastructure projects including water wells and pump systems, water storage tanks, sanitary sewage collection and pump stations, and highway infrastructure.
- Primary experience with the NYSDEC SPDES General Permits for Stormwater Discharges from Municipal Separate Stormwater Systems (MS4s) and from Construction Activity.
- Extensive experience in the preparation of Stormwater Pollution Prevention Plans.
- Extensive experience with AutoCAD, HydroCAD or equivalent drafting and hydrologic modelling software.
- Experience with GIS or equivalent software preferable.
- Must be fluent with MS Word and Excel software and other MS operating systems.