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| Job Description |
| Job Title | Project Engineer I & II |  |  |
| Reports to | Principal or Associate Principal |  |  |
| FLSA Status | Exempt |  |  |
| Prepared Date | July 29th, 2019  |  |  |
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**Summary**

Responsible for planning and conducting design work on building structures requiring judgment in the evaluation, selection and application of engineering techniques. Experience with procedures and criteria for various project types, including but not limited to concrete, steel, masonry and wood. Works with project team internally and externally to deliver projects. Introduction to mentoring junior technical staff.

**Duties and Responsibilities**

**Strategic Planning**

* Understand and be familiar with Holmes Structures’ strategic plan.

**Leadership**

* Attend and contribute to team meetings, technical sessions and project presentations.
* Present brief summaries on the key aspects of projects at staff meetings.
* Represent the company through participation in community and industry organizations whose values and interest align with Holmes Structures.
* Actively participate in the performance review process, provide feedback via a 360 degree feedback process.
* Mentor less experienced engineers in the technical aspects of engineering design practices and seismic design theory.

**Customer and Market Focus**

* Understand and be able to articulate our client’s visions, goals and key deliverables for all projects involved with.
* Understand the significant projects that Holmes Structures is involved with.
* Maintain client relationships that are based on trust and respect.
* Correspond with clients and other internal and external team members in a professional manner.
* Present a professional image when dealing with clients and attending industry functions.
* Identify opportunities to improve the quality and efficiency of internal processes.

**Project Management**

There will be a Principal in Charge (PIC) designated as the structural engineer of record for all projects you are assigned. There will also be a Project Manager (PM) designated for all projects you are assigned. Depending on project size and complexity, the PM and PIC may be the same person.

Your responsibilities as a Project Engineer I include:

* Understanding the tasks and roles assigned to you on the project.
* Communicating with the Project Manager when the scope, complexity or the duration of the tasks assigned changes.
* Managing your personal time to deliver on all project tasks assigned and communicating to respective Project Managers when there are conflicts or competing schedule demands.
* Reviewing your weekly project staffing report.
* Ensure Holmes Structures QA/QC protocol is followed for all tasks for which you are responsible.
* Communicate with clients, as needed, based on the project scope.
* Assist with invoicing for small projects.

**Business and Financial Results**

* Understand the scope, fee schedule and contractual obligations we have agreed with our client. Bring work requested by the client that is outside of the agreement to the attention of the Project Manager.
* Understand the specific time expectations for tasks assigned. Communicate with the Project Manager if those expectations need to change during the course of the project.
* Understand financial performance of projects and be inquisitive as to how you can improve the financial performance of the projects you are working on.

**Technical Competencies**

Technical competencies for this position are located here: H:\HStr.HR\90. Public Documents\8. Position Descriptions & Technical Competencies

**Experience, Knowledge, Skills & Abilities**

* B.S. and/or M.S. Degree in Civil / Structural Engineering.
* 3+ years working in the field of structural engineering.
* Licensed Professional Engineer (PE) in the state of California.
* Seismic design experience or education.
* Verbal communication skills, including listening and questioning.
* Written communication skills, including report writing.
* Presentation skills to contribute to team talks, technical sessions and project presentations.
* Time management skills.
* Computer software skills: Intermediate MS Word, Advanced MS Excel. Intermediate ETABS, SAP, Risa (or equivalent).
* Problem-solving skills.
* Sound technical skills: understands structural engineering design principles.
* Team player: works with project team.
* Willing to travel to other locations for periods of time to undertake projects.

**Working Conditions**

Job duties are performed in multiple types of environments. A range of 50%-75% of job duties are performed in an open office environment utilizing standard office equipment such as a computer, printers/plotters, photocopier, fax and telephone. The noise level in the work environment is usually moderate. A range of 25%-50% of job duties are performed off site, which may include; offices of other design professionals, client offices and construction sites. In the construction work environment noise level is high, dust and dirt is common, and lighting low. Project specific Occupational Health & Safety plans may be required to be followed on construction sites.

**Physical Requirements**

Employee performs duties while sitting at a desk for long periods of time. Required duties include operating a computer, reading, writing and using a telephone. Duties may require walking or standing within the office area for the operation of office equipment and for attending meetings. At times Holmes Structures requires the employee to travel to and from, walk or stand through client sites for site evaluation and for attending meetings. Inspections or survey work may require the employee to bend, kneel or crawl in small spaces. We may require the employee to lift 15 pounds.