



## **JOB DESCRIPTION – ASSOCIATE PROJECT ENGINEER**

### **Responsibilities**

- Independently evaluates, selects, and applies standard engineering techniques, procedures, and criteria for the production of construction documentation for land development projects
- Works closely with CAD Supervisor, Project Managers, Engineers and Surveyors to obtain project information and ensure drawings are accurate and complete
- Directs work of Drafters and Technicians by providing, plans, specifications, as well as, written and verbal instructions
- Performs civil design calculations
- Understands jurisdictional standards, policies, and local design procedural manuals and knows where to find them or how to get them
- Reviews drawings supplied by vendors, clients, engineers, and architects and recommends
- Reviews all work for completeness and accuracy before submitting to Director and agencies
- Coordinates with other engineers, technicians, and administrative assistants
- Drafts written communication to clients and public agencies
- Serves as a liaison between clients and agencies, subcontractors, and design team
- Maintains positive client relationships
- Understands scope of work and alerts Project Manager to request additional work
- Understands computer and hard copy filing system
- Manages time effectively
- Performs other duties as assigned

### **Skills**

- Manages time effectively
- Possess an in-depth technical knowledge to promote the interest in the project.
- An able team approach to cater to the optimization of services.
- An efficient ability to supervise and monitor the technical flow of the project in a planned and systematic manner.
- A good rapport with co-workers, non-working staff as well as technical team.
- A committed approach to frame projects in a pursuit of technical excellence to promote the organizational interests.
- Possess a committed attitude to promote the technical competence for the project.