

## **PROJECT ENGINEER CIVIL/ENVIRONMENTAL**

- Prepare detailed design documents including: plans technical specs, calculations, reports, permits, accurately and timely
- Perform bid review
- Review shop drawings, submittals and contractor requisitions
- Prepare as-built drawings and punch-list
- Communicate status, schedules, budgets, etc. with contractor
- Communicate project status and potential issues with clients professionally
- Maintain communication documentation and project file
- Networking and participation in a professional organization
- Timely completion of all project documents, maintain project budgets
- Mentor/develop Staff Engineers
- Follow QA/QC guidelines

## **QUALIFICATIONS**

Bachelors of Science, Civil or Environmental Engineering

Minimum three - seven years experience

Technical writing, hands-on project management skills,  
40 hour Certification for OSHA, excellent written/oral communication skills,  
team player