



JOB DESCRIPTION

PROJECT ENGINEER I



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The success of us as a team and as a company depends on the success of each of our team members. We realize that not all of what we can do as team members can be written in a job description, but this job description helps us describe the responsibilities and the expectations to make sure we are all aligned with the goals of the company.

Our Vision is:

- To be a well-known employee-owned structural engineering firm with branches in the U.S.

Our Mission is:

- Provide innovative, cost effective engineering solutions with excellence in quality of service and client satisfaction.

Educational Requirements:

- B.S. Degree in Civil, Structural, or Architectural Engineering. A higher degree is desirable.

Certification Requirements:

- A valid California Registration as a Civil Engineer (PE).
- A valid California Driver's license.

Work Experience Requirements:

- 1-2 years' experience with 3 years preferable in seismic design of wood, masonry, steel, and concrete structures.

Non-Technical Skills Requirements:

- Ability to work independently and lead a project team from the beginning to the end of the project to produce a neat, accurate, complete, and presentable work product.
- Be organized and follow office filing/data management organization to set an example for others to follow.
- Be attentive to office procedures and protocols to ensure high quality work is produced.
- Be attentive to time management and project planning to complete the projects within the assigned budgets and times.
- Produces work product that is neat, accurate, presentable, complete, and on time.
- Receives feedback and take necessary corrective actions to make improvements.

- Be able to foresee issues at critical stages of the work and provide solutions before it is too late to minimize impact to the project, client, and the company.
- Have the ability to manage project financial budgets.
- Work with other team members to create an environment that encourages all team members to be improving their skills and make the office to be at the forefront of technology for growth and efficiency.
- Be available to travel to meetings, site visits, and inspections for forensic projects.
- Have good communication skills.
- Be a result oriented individual.
- Be a team player.
- Be willing to work a flexible work schedule.

Technical Skills Requirements:

- Be capable to research issues independently.
- Be proficient in building materials for analysis and design of wood, masonry, concrete, and steel.
- Be proficient in applicable building codes.
- Be able to read and understand drawings and specifications and edit them.
- Be able to use the listed software by using the “Best Practices” approach to avoid duplication.
- Be knowledgeable about structural engineering and technical problem solving.
- Be able to prepare a set of structural calculations with sufficient details for an independent reader to review and follow.
- Be capable to prepare engineering reports.
- Be capable to prepare sketches and redline drawings.
- Be capable to review shop drawings and submittals during the construction phase of the project.
- Be capable to respond to RFI’s ASI’s etc. during the construction phase of the project.
- Be able to attend meetings with clients, architects, building department/government agencies as needed.
- Be capable to attend site visits and inspections to prepare clear and concise field reports for forensic projects.

Computer Software:

The position requires to have experience or quickly gain experience working with the following software.

- RAM Structural System
- RAM Element
- RAM Concept
- RAM Connection
- ETABS
- SAFE
- RISA-3D AND RISA-2D
- ENERCALC
- CMD07
- Microsoft Word, Excel, and Power Point
- AutoCAD and Revit
- Others as applicable

Duties:

- Report to the Project Manager.
- Prepare structural calculations.
- Prepare computer models.
- Prepare sketches.
- Prepare engineering reports.

- Prepare/Redline specifications.
- Be responsible for the success and /or failures of the assigned projects.
- Help with the engineering library.
- Help with establishing office engineering standards.
- Plan the work assigned, ask questions, coordinate with other disciplines, and double check the work performed to ensure the highest quality of work is delivered on time, complete and without errors.
- Eliminate the barriers between the Engineering team and the Drafting team.
- Pro-actively identify issues and constraints within the assigned projects and work to resolve or minimize the impact to the project, the clients, and the company.
- Assist the Project Manager to establish project engineering budgets and monitor to achieve the goals for percentage (%) of billable hours established is achieved.
- Assist the Project Manager to supervise, check and coordinate the work performed by other team members as requested.
- Enforce the Drafting Standards. Check and verify the established office standards for file organization, drafting standards, recordkeeping and archiving are used and maintained.
- Contact clients, architects, building department/government agencies and other project team discipline members as needed, to send and receive information, models/drawings etc. as needed, to assist in the coordination effort.