

# Project Engineer

FLSA Status: *Non-Exempt*

## General Definition of Work

Performs intermediate advanced technical work researching and developing information, helping plan and coordinate projects, ensuring compliance with plans and specifications, designing projects, maintaining records and files, preparing reports, and related work as apparent or assigned. Work is performed under the limited supervision of the City Engineer. Work hours for this position are 7:30 a.m. to 4:30 p.m. Monday through Friday with a 1 hour for lunch and may be required to work odd hours and weekends, as needed.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

- Manages private development and capital projects from conception through construction.
- Manages, maintains and analyzes traffic data.
- Corresponds with colleagues, supervisors, citizens, contractors, consultants and elected officials on various projects.
- Provides engineering design recommendations to contractors, consultants and government agencies during projects.
- Conducts and analyzes traffic studies.
- Manages computer records including reports, CAD drawings, official correspondence and other documents.
- Develops new procedures for a dynamic work environment.
- Designs and develops construction plans using Microstation or other CAD software.
- Advances projects through various permitting agencies including IDEM, IDNR, HCSO, and Army Corps.
- Develops Engineers Estimates and other bidding documentation.
- Administers and analyzes various field testing for ongoing projects including soil, concrete/asphalt.
- Coordinates with GIS developing plans and exhibits using electronic documentation.
- May assist with the Plan Review process, as needed.
- Performs additional duties as assigned

## Knowledge, Skills and Abilities

General knowledge of civil engineering practices, procedures and techniques; general knowledge of engineering plans and records; general knowledge of mathematics and trigonometry as applied to engineering calculations; general knowledge of computer aided drafting programs (CAD) including Microstation; general computer software knowledge and proficiency including Microsoft Excel; ability to research land records; skill in the use of specialized engineering equipment including surveying instruments; ability to read and interpret plans and specifications; ability to establish and maintain effective working relationships with associates.

## Education and Experience

Bachelor's degree with coursework in civil engineering, construction management or other related field and moderate experience with managing private development and capital projects through design and construction, and speaking in public or equivalent combination of education and experience.

## Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting and using hands to finger, handle or feel, frequently requires speaking or hearing and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal

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spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

Valid driver's license in the State of Indiana.  
EIT minimum, PE preferred.

## To apply:

Please send resume to the attention of Jeremy Lollar, Director of Public Works, at [jlollar@westfield.in.gov](mailto:jlollar@westfield.in.gov) or

City of Westfield  
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