



SC Pay Grade 19

## **PROJECT ENGINEER I**

### **DUTIES AND FEATURES OF THE CLASS:**

The employee in this class is an engineering professional or paraprofessional responsible for project planning, project design and construction oversight.

### **EXAMPLES OF WORK:**

Produces technical drawings and specifications, cost estimates, bid tabulations, cost tracking, shop drawings, submittal reviews and change order analyses for Engineering Department projects; responsible for project planning and design, procuring site surveys, completing applications for permits, grants and approvals from other governmental bodies, bidding, overseeing construction for quality and cost control, and project close-out; works under the supervision of senior engineers and with consultants contracted by the County during planning, design and construction phases of projects to ensure that the work meets County standards and goals while staying within budget; other work duties include engineering plan review, technical report writing, problem analyses, utility design, asphalt design, stormwater management design and construction troubleshooting.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Must have basic knowledge in either civil, mechanical or electrical engineering; familiarity with the regulations of the Delaware Department of Transportation, Delaware Department of Natural Resources and Environmental Control, Delaware Sediment and Stormwater Management program, and Sussex County Building Code; ability to perform thorough research; ability to lead meetings; excellent problem solving skills; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with staff, department heads, elected officials, contractors, Federal and State agencies and the general public; good professional judgment and strong work ethic; ability to perform duties in a professional manner; ability to define problems, collect data, establish facts, and draw valid conclusions; excellent organizational skills.

**QUALIFICATIONS:**

Minimum of a Bachelor's degree in Engineering, Engineering Technology or related field; must be able to obtain Certification as a Certified Construction Reviewer (CCR); must be proficient in Microsoft Office (Outlook, Word, Excel) AutoCAD and design-related software.

**ADDITIONAL REQUIREMENTS:**

- Direct Deposit Required
- 35-hour work week (Monday - Friday)
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- Possession of a valid driver's license

Revised 3/2016



SC Pay Grade 21

## **PROJECT ENGINEER II**

### **DUTIES AND FEATURES OF THE CLASS:**

The employee in this class is an engineering professional or paraprofessional responsible for project planning, project design and construction oversight.

### **EXAMPLES OF WORK:**

Produces technical drawings and specifications, cost estimates, bid tabulations, cost tracking, shop drawings and submittal reviews and change order analyses for Engineering Department projects; responsible for project planning and design, procuring site surveys, completes applications for permits, grants and approvals from other governmental bodies, bids, oversees construction for quality and cost control, and project close-out; works with the supervision of senior Engineers but works directly with consultants contracted by the County during planning, design and construction phases of projects to ensure that the work meets County standards and goals while staying within budget. Other work items include engineering plan review, technical report writing, problem analyses, utility design, asphalt design, stormwater management design, construction administration and oversight.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Must have extensive knowledge and experience in either civil, mechanical or electrical engineering; familiarity with the regulations of the Delaware Department of Transportation, Delaware Department of Natural Resources and Environmental Control, the Delaware Sediment and Stormwater program, and the Sussex County Building Code; research expertise; ability to lead and conduct meetings; excellent problem solving skills; ability to establish and maintain effective working relationships with representatives from other agencies, staff, department heads, elected officials and the general public and demonstrate a strong work ethic.

## **QUALIFICATIONS:**

Minimum of a Bachelor's degree in Engineering, and with four (4) years of experience and meet the required knowledge, skills and abilities; or a Bachelor's degree in Engineering Technology (or a non-accredited Engineering degree), having passed the Fundamentals of Engineering Exam with four (4) years of experience that provides the required knowledge, skills and abilities. Four (4) years of additional experience may be substituted if the Fundamentals of Engineering Exam has not been passed. Certification as a Certified Construction Reviewer (CCR) or ability to achieve same; proficient in Microsoft Office (Outlook, Word, Excel) AutoCAD and design-related software; excellent verbal and written communication skills as well as strong organization skills.

## **ADDITIONAL REQUIREMENTS:**

- Direct Deposit Required
- 35-hour work week (Monday - Friday)
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- Possession of a valid driver's license
- Must be willing to travel and work nights and weekends occasionally

Revised 4/2018



SC Pay Grade 23

## **PROJECT ENGINEER III**

### **DUTIES AND FEATURES OF THE CLASS:**

The employee in this class is an engineering professional or paraprofessional responsible for project planning, project design and construction oversight.

### **EXAMPLES OF WORK:**

Produces technical drawings and specifications, cost estimates, bid tabulations, cost tracking, shop drawings and submittal reviews and change order analyses for Engineering Department projects; responsible for project planning and design, procuring site surveys, completes applications for permits, grants and approvals from other governmental bodies, bids, oversees construction for quality and cost control, and project close-out; oversees the work of Project Engineer I and Project Engineer II positions; directs the work of consultants contracted by the County during planning, design and construction phases of projects; ensures that work performed by consultants meets County standards; establishes project goals and budgets. Other work items include engineering plan review, technical report writing, problem analyses, utility design, asphalt design, stormwater management design, construction administration and oversight.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Must have expert knowledge and experience in either civil, mechanical or electrical engineering; familiarity with the regulations of the Delaware Department of Transportation, Delaware Department of Natural Resources and Environmental Control, the Delaware Sediment and Stormwater program, and the Sussex County Building Code; research expertise, ability to lead design teams; ability to compile technical standards; excellent problem solving skills; ability to establish and maintain effective working relationships with representatives from other agencies, staff, department heads, elected officials and the general public and demonstrate a strong work ethic.

## **QUALIFICATIONS:**

Minimum of a Bachelor's Degree in Engineering and registration as a Delaware Professional Engineer (PE) with eight (8) years of progressively responsible experience that provides the required knowledge, skills and abilities. Certification as a Certified Construction Reviewer (CCR) or ability to achieve same; proficient in Microsoft Office (Outlook, Word, Excel) AutoCAD and design-related software; excellent verbal and written communication skills as well as strong organization skills.

## **ADDITIONAL REQUIREMENTS:**

- Direct Deposit Required
- 35-hour work week (Monday - Friday)
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- Possession of a valid driver's license
- Must be willing to travel and work nights and weekends occasionally

Revised 4/2018