

 ***Project Engineer***

 ***Job Description***

**FLSA Status:** Exempt

**Reports To:** Quality Control Coordinator

**Summary:**

The Project Engineer is responsible for managing projects including preparing design, securing permits, approvals, preparing cost estimates, tracking budgets, coordinating with other departments, performing quality control and assurance, coordinating with outside companies, preparing reports and calculations.

**Education/Experience:**

* Engineering and Technology -- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
* Mechanical -- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
* Design -- Knowledge of design techniques, tools, and principals involved in production of precision technical plans, blueprints, drawings, and models.
* Production and Processing -- Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
* Mathematics -- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

**Certificates and Licenses:**

Bachelor’s degree in Mechanical Engineering. Valid CDL driver’s license (or ability to obtain).

**Essential Duties and Responsibilities include the following.** *Other duties may be assigned.*

* Making Decisions and Solving Problems -- Analyzing information and evaluating results to choose the best solution and solve problems.
* Interacting with Computers -- Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
* Getting Information -- Observing, receiving, and otherwise obtaining information from all relevant sources.
* Communicating with Supervisors, Peers, or Subordinates -- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
* Evaluating Information to Determine Compliance with Standards -- Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
* Organizing, Planning, and Prioritizing Work -- Developing specific goals and plans to prioritize, organize, and accomplish your work.
* Identifying Objects, Actions, and Events -- Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
* Processing Information -- Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
* Communicating Outside of STS -- Communicating with people outside the company, representing Signature Truck Systems, LLC to customers, the public, and other external sources.
* Inspect products and processes for flaws and identify areas of improvement.
* Assist in product design, development, and production.
* Build and set up equipment.
* Prepare and conduct experiments.
* Calculate or record results during experiments.
* Create prototypes of equipment.
* Utilize computer-aided design and drafting equipment during design phase.
* Operate, calibrate, and maintain equipment.
* Estimate costs and specify materials to be used.
* Design, develop, test, and manufacture electronic and computer-controlled mechanical systems.
* Develop methods used in the prevention, control, or remediation of environmental hazards.
* Able to work in all types of weather/temperatures which will vary inside shop and out in field.
* Must be able to be hands-on in all aspects of projects.

**Qualifications:**

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

* Oral Comprehension -- The ability to listen to and understand information and ideas presented through spoken words and sentences.
* Written Comprehension -- The ability to read and understand information and ideas presented in writing.
* Problem Sensitivity -- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
* Deductive Reasoning -- The ability to apply general rules to specific problems to produce answers that make sense.
* Inductive Reasoning -- The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
* Information Ordering -- The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
* Oral Expression -- The ability to communicate information and ideas in speaking so others will understand.
* Near Vision -- The ability to see details at close range (within a few feet of the observer).
* Visualization -- The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
* Excellent computer skills and proficient in excel, word, and outlook.
* Excellent communication skills both verbal and written.
* Knowledge and experience in organizational effectiveness and operations management implementing best practices.
* Demonstrated leadership and vision with major projects or initiatives.
* Excellent interpersonal skills and a collaborative management style.
* A demonstrated commitment to high professional ethical standards in a diverse workplace
* Excellent people skills, open to direction and collaborative work style
* Commitment to meet objectives.
* Ability to challenge and debate issues of importance to the organization.
* Ability to look at situations from several points of view.
* Persuasive with details and facts.
* Delegate responsibilities effectively

**Knowledge, Skills, and Other Abilities:**

* Mathematics -- Using mathematics to solve problems.
* Complex Problem Solving -- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
* Critical Thinking -- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
* Science -- Using scientific rules and methods to solve problems.
* Reading Comprehension -- Understanding written sentences and paragraphs in work related documents.
* Active Listening -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
* Judgment and Decision Making -- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
* Time Management -- Managing one's own time and the time of others.
* Writing -- Communicating effectively in writing as appropriate for the needs of the audience.
* Must have strong work ethic and be reliable
* Must be well-organized and a self-starter, extremely detail oriented
* Ability to communicate effectively verbally and in writing
* Ability to interact with employees, customers, and public in a professional manner
* Ability to work independently and with a team in a fast-paced and high-volume environment with emphasis on accuracy and timeliness
* Ability to protect value by keeping information confidential
* Positive and professional work attitude
* Willingness to learn and grow

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to drive, walk, sit and use hands with dexterity for typing and drawing. The employee is occasionally required to stand.

**Acknowledgement:**

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of employees assigned to this role. By signing below the employee acknowledges and agrees to abide by items listed within the job description.

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| --- | --- | --- | --- | --- |
| Print Employee Name |  | Employee Signature |  | Date |