

Project Engineer
(Salary: \$64,948 - \$79,132)

Filing Deadline: Open until filled
Application and Current Resume Required

Responsibilities: Key responsibilities and duties include, but are not limited to:

- Perform complex, professional project engineer work as a team member for capital and operating projects and strategic policy issues within the District.
- Provide specialized services regarding the cost or benefit of District projects.
- Prepare, review, and manage project schedules and expenditures.
- Perform and review project planning including annual work plan and project summary reports; prepare and review team mission statement, objectives, scope, tasks, schedules, budgets, resources, and base line measures.
- Perform and review project control including progress, cost forecasting, variances, change management, scheduling, and close-out procedures; maintain master schedules and inform management of potential scheduling conflicts.
- Identify critical project issues, advise appropriate staff, recommend solutions, and resolve complex project problems.
- Analyze projects proposed by other agencies, determine their impact on the District and develop recommendations; participate in the development of cooperative agreements with other agencies.
- Prepare and present reports on project status to the Board, management staff, other District departments, outside agencies or the public.
- Represent the District in meetings or presentations to the public, contractors, and federal, state, and local agencies.
- Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- Prepare a variety of project and administrative reports and correspondence.
- Perform plan check review of small and large-scale developments, as needed.