

AGRA Industries, Inc.
Job Description

Job Title: Project Engineer
Department: Engineering
Reports To: Vice President of Engineering
FLSA Status: Exempt
Prepared By: Bob Klessig
Prepared Date: 1/1/09
Approved By: Bob Klessig
Approved Date: 1/1/09

SUMMARY

Directs, coordinates, and exercises functional authority for planning, organization, control, integration, and completion of engineering project within area of assigned responsibility by performing the following duties personally or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Establish projects scope from AGRA Sales & Engineering or Project Manager or owner.

Plans and implements engineering program, including defining the project philosophy, activities, milestones, and staff requirements, per owner or Project Manager's requirements.

Supply drawings and documents as described in scope and have them approved by Project Manager or owner.

Develops and maintains a schedule for the assigned project along with the Project Managers schedule.

Work with Project Management to ensure overall efficiency so that the project is completed on schedule and within budget.

Provides reports on the status of project milestones.

Controls Merrill Fab expenditures within limitations of project budget. Create Merrill Fab job numbers and control drawing numbers within accounting software. Creates and approves purchase order requisitions as needed.

Identifies project staffing requirements and coordinates staffing with supporting organization managers.

Work with and supervise designers to develop drawings and documents per AGRA Industries specifications and project scope. Verify, check and revise to ensure accuracy and completeness of drawings and documents.

Coordinates preparation and delivery of project deliverables, design documents, design drawings and bid packages.

Reviews product design for compliance with engineering principles, company standards and customer contract requirements.

Evaluates and approves design changes, specifications, and drawing releases.

Prepares interim and completion project reports.

Interfaces with Project Manager or customer to provide project status reports and ensure customer needs are met.

Watch for changes to original scope and recommend change orders to Project Management when necessary.

Represent Merrill Fab and support fabrication by supplying shop drawings, documents and schedules to Merrill Fab production.

Represent AGRA Industries and support field erection of product by supplying the Project Manager or Site Superintendent erection plans, documents and schedules.

Support field erection by communicating with Project Manager or Site Superintendent to establish the jobsites requirements and fulfill the requirements.

Verify all drawings and documents to as built after completion of project and keep a file of all documents and drawings.

Supply documents, drawings or manuals to project manager or owner at completion of project.

SUPERVISORY RESPONSIBILITIES

Oversees the work of the Designers

QUALIFICATIONS

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

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Training or experience with AutoCAD is required

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form.

CERTIFICATES, LICENSES, REGISTRATIONS

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 sit and talk or hear. The employee frequently is required to stand; walk; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

COMMENTS

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.