

## POSITION DESCRIPTION

**Job Title:** Project Engineer  
**Reports To:** CEO  
**Physical Location:** Cheyenne, Wyoming  
**Date:** February 13, 2024

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### POSITION SUMMARY

A Project Engineer is responsible for the successful completion of project tasks under the mentorship and supervision of JB Engineers leadership while maintaining JB Engineers financial success, minimizing liability, and fostering mutually beneficial client relationships in accordance with JB Engineers culture, brand, and operational policies.

### PROFESSIONAL QUALIFICATIONS AND REQUIREMENTS

- BS in Civil Engineering or Geological Engineering, MS in Civil/Geotechnical Engineering preferred.
- 3-6 years' progressive experience in the field of geotechnical engineering.
- Successful completion of the Fundamentals of Engineering exam and registration/certification as an Engineer-In-Training (EIT). PE license preferred.
- Proficiency using personal computer and Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.)
- Valid driver's license with an acceptable driving record
- Adherence to JB Engineers drug and alcohol policy
- Travel as necessary to support project work and/or at other offices.

### GENERAL KNOWLEDGE, SKILLS AND ABILITIES

- Effective verbal and written communication; ability to read and interpret documents such as safety procedures, operating and maintenance instructions, testing procedures, and project plans and specifications.
- Ability to write reports and correspondence legibly, accurately and professionally. Must be able to communicate effectively with clients, contractors, supervisors, and co-workers.
- Organizational ability to accomplish and/or move from one assignment to the next quickly and with initiative.
- Reasoning ability to apply practical judgment and understanding to carry out instructions in written, oral, or diagram form. Ability to solve problems involving several variables in standardized situations.
- Ability to meet agreed-upon deadlines.
- Physically able to properly lift and/or move items weighing up to 50 pounds. Ability to work safely in adverse weather conditions including extreme hot and cold temperatures.

### TECHNICAL KNOWLEDGE

- Perform fieldwork.
  - Establish, perform and/or coordinate appropriate laboratory testing to meet geotechnical project needs.
  - Interpret data and incorporate subsurface conditions into project analyses and recommendations.
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- Communicate accurately and in a timely manner, both written and verbally, with co-workers and other staff.
- Preparation of deliverables and correspondence, including geotechnical analyses and calculations.
- Perform field and laboratory testing of soil, concrete, and asphalt as necessary.
- Development of proposals and reports.
- Business development experience a plus.

### **COMPETENCIES**

- Ability and willingness to uphold JB Engineers Core Values of Safety, Integrity, Professionalism, Respect, Accountability, and Teamwork.
- Problem solving/analysis
- Technical Capacity
- Client focus
- Initiative
- Planning and organizing

### **COMPENSATION & BENEFITS**

- Salary range between \$80,000-\$90,000; commensurate with experience
- Medical and dental insurance
- 401(k) with employer match
- Paid vacation and personal leave time
- Career growth opportunities

