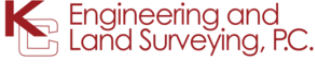


| | | | |
|--|--|----------------|-----------|
|  Engineering and Land Surveying, P.C. | Project Engineer / Project Manager Job Description | | |
| Standard Reference | 7.1.2 & 7.2 | Revision | 2 |
| Applicable Sites | All sites | Document Owner | President |

KC Engineering and Land Surveying, P.C., a multi-discipline consulting engineering firm, is seeking a candidate for a **Project Engineer / Project Manager** in our **Poughkeepsie office**. This is a full time position.

The potential candidate must meet the following minimum requirements:

Experience/Qualifications:

- BS in Civil Engineering or related fields is required.
- MS in Civil Engineering or related fields is desirable.
- Qualified for ASCE Grade IV.
- Minimum 8 years of experience in design and construction inspection of municipal projects.
- Experience in the preparation and management of public bid construction contracts/specifications.
- Experience with water and wastewater process design is desirable.
- In-depth knowledge of AutoCAD Civil 3D, developing hydrologic and hydraulic modeling, analysis using HEC-HMS and HEC-RAS, and InRoads and MicroStation.
- Familiarity with local agency regulations, including the NYSDEC, NYSDOT, NYSDOH, and 10 States Standards.
- Working knowledge of the New York State Uniform Fire Prevention and Building Code, State Energy Conservation Construction Codes, and NFPA Standards is desirable.
- Effective oral, written, organization and time management skills.

Licenses/Certifications:

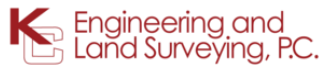
- Must have New York State Driver's License.
- New York State Professional Engineer License is required.
- Water and Sewer Plant Operator License in New York is desirable.

The responsibilities of the position are as follows:

The primary work location is at the KC Poughkeepsie office. Successful candidates may be required to provide support to other KC offices on an as needed basis.

- Manage project teams of engineering, inspection, and administrative staff.

| Revision | Description of Change(s) | Reviewed By | Approved By | Date Approved |
|----------|---|--------------------------|--------------------------|---------------|
| 2 | Revised Font & Design (no updated training needed) | <i>Colleen O'Donovan</i> | <i>Richard A. Hewitt</i> | 10/26/2017 |



Project Engineer / Project Manager Job Description

| | | | |
|--------------------|-------------|----------------|-----------|
| Standard Reference | 7.1.2 & 7.2 | Revision | 2 |
| Applicable Sites | All sites | Document Owner | President |


- Work on site civil, water, wastewater, and roadway design projects.
- Perform engineering duties in design and construction inspection of municipal projects such as roadways, water and sewer utilities, water and wastewater treatment systems, buildings, and bridges and culverts.
- Provide work-around solutions to designated design and construction inspection staff.
- Review design documents for approval and attend meetings with government agencies/entities, architects, engineers, design professionals, professional organizations and community groups, and the public to provide advice and information concerning municipal projects.
- Generate reports, memos, or other documentation necessary to support engineering designs.
- Prepare written proposals, track budget status and contract compliance, and provide QAQC review.
- Be able to perform work independently.

KC Engineering and Land Surveying, P.C. offers competitive benefits including:

- Health, vision, dental, and LT disability insurance (company pays 85% of the base plan premium)
- ST disability insurance (company pays 100%)
- FSA Medical and Dependent Care Plan
- FSA Commuter Transit program
- 401 (k) Profit Sharing Plan with 100% match up to 4% of gross salary
- Discretionary year-end bonus
- Discretionary year-end profit-sharing up to 6% of gross salary
- Paid vacation (15 days annually – accrued based on start date)
- Flex time (5 days annually – accrued quarterly)
- 8 company-paid Holidays
- KC is an E-Verify company
- KC is an Equal Opportunity Employer

Please note this job description is not designed to cover all duties required for this job. Duties, responsibilities, and activities may change at any time with or without notice.

| Revision | Description of Change(s) | Reviewed By | Approved By | Date Approved |
|----------|---|-------------------|--------------------|---------------|
| 2 | Revised Font & Design (no updated training needed) | Colleen O'Donovan | Reginald A. Hewitt | 10/26/2017 |

| | | | |
|--|--|----------------|-----------|
|  Engineering and Land Surveying, P.C. | Project Engineer / Project Manager Job Description | | |
| Standard Reference | 7.1.2 & 7.2 | Revision | 2 |
| Applicable Sites | All sites | Document Owner | President |

Additional information about KC may be found at: www.kcepc.com



www.facebook.com/kcepc



www.twitter.com/KCEngineeringPC



www.linkedin.com/company/kcepc

| Revision | Description of Change(s) | Reviewed By | Approved By | Date Approved |
|----------|---|--------------------------|----------------------------|---------------|
| 2 | Revised Font & Design (no updated training needed) | <i>Colleen O'Donovan</i> | <i>Reginald A. Hevilla</i> | 10/26/2017 |