	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:**

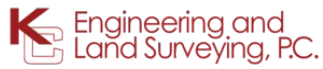
- Must have New York State Driver’s License.
- New York State Professional Engineer License is required.
- Water and Sewer Plant Operator License in New York is desirable.

**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>Carol A. Maysowski</i>	<i>Project Manager</i>	10/26/2017



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Standard Reference	7.1.2 & 7.2	Revision	2
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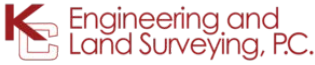
- Work on site civil, water, wastewater, and roadway design projects.
- Perform engineering duties in design and construction inspection of municipal projects such as roadways, water and sewer utilities, water and wastewater treatment systems, buildings, and bridges and culverts.
- Provide work-around 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 80% 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)
- 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)	<i>Carol A. Maysowski</i>	<i>Reginald A. Hewitt</i>	10/26/2017

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Additional information about KC may be found at: [www.kcepc.com](http://www.kcepc.com)



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Revision	Description of Change(s)	Reviewed By	Approved By	Date Approved
2	Revised Font & Design (no updated training needed)	<i>Carol A. Maysowski</i>	<i>Frederick A. Hewitt</i>	10/26/2017