



## Staff Engineer

**Department:** Engineering

**Job Title:** Staff Engineer **JOB CODE:** Ex  
**Job Number:** 02 **Reports To:** Engineering Manager

**JOB PURPOSE:** The purpose of the position is to provide engineering support to the project managers, project engineers and be an active project team member.

### PROCORP EXPECTATION OF EMPLOYEE

- Adheres to Procorp Policy and Procedures
- Acts as a role model within and outside the Procorp
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor about Department issues
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Consistently reports to work on time prepared to perform duties of the position
- Meets Department productivity standards

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with project regulatory liaison communications in permitting and reporting.
- Assist with process/equipment sizing and selection.
- Compile/develop sketches for **CAD** productions.
- Design deliverables.
  - Assist in developing and compiling design descriptions with attached drawings and specifications.
- Project design and drafting
  - Assist in developing full project drawing sets
    - Process and Instrumentation
    - Piping system
    - Civil
    - Mechanical
- Review and recommend approval of equipment bids to project engineer.
- QA/QC of work assigned.
- Participate in developing and Maintaining graphic standards
- Assist in construction review and monitoring
- Start up assistance as needed
- Assist with other duties assigned by Project Engineers, Project Managers or other project team members.

#### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Accomplishes all tasks as appropriate.

#### **QUALIFICATIONS**

- **EXPERIENCE, EDUCATION and LICENSURE**

A B.S. in civil or environmental engineering and 0-5 years of experience.

- **LANGUAGE SKILLS**
- **MATHEMATICAL SKILLS**
- **REASONING ABILITY**

Ability to apply principal of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (Formulas, scientific equations, graphs, etc.) in it's most difficult phases. Ability to deal with a variety of abstract and concert variables.

#### **WORK ENVIRONMENT**

Work environment characteristics 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 exposed to weather conditions prevalent at the time.

The noise level in the work environment is usually moderate.

- Computer skills including: Microsoft and Adobe, Auto CAD – current Version
- Problem Solving.
- Oral and Written communication skills.
- Ability to work independently.
- Excellent attention to detail
- Occasional travel to project sites required
- Knowledge of OSHA regulations
- Engineering, fluids and wastewater calculations and computations.
- Demonstrate initiative, independent judgment, clear communication and discretion in performing duties, and with client interaction.