Project Engineer Job Description

***Responsibilities***

***As part of a large multi-disciplined project engineering team***

* Coordinate meetings across diverse project team to ensure deliverables are being met.
* Completes engineering projects by organizing and controlling project elements.
* Develops project objectives by reviewing project proposals and plans and conferring with management.
* Maintains project data base by writing computer programs, entering, and backing up data.
* Maintains product and company reputation by complying with federal and state regulations.
* Determines project responsibilities by identifying project phases and elements, assigning personnel to phases and elements, and reviewing bids from contractors.
* Determines project specifications by studying product design, customer requirements, and performance standards.
* coordinate technical studies and assisting in preparing cost estimates.
* Confirms product performance by designing and conducting tests.
* Determines project schedule by studying project plan and specifications, calculating time requirements, and sequencing project elements.
* Maintains project schedule by monitoring project progress, coordinating activities, and resolving problems.
* Assist in controls project plan by reviewing design, specifications, and plan, scheduling changes, and recommending actions.
* Assist in controls project costs by approving expenditures and administering contractor contracts.
* Prepares project status reports by collecting, analyzing, and summarizing information and trends;
* Contributes to team effort by accomplishing related tasks as needed.

***Project Engineer Qualifications / Skills:***

* Strong written and verbal communications skills
* Proven ability to work with multiple technical disciplines and cultures.
* Problem-solving, analytical capabilities
* Ability to review and understand engineering drawings and specifications.
* Familiarity with Project management methods, tools, and policies
* Familiarity with Manufacturing methods and procedure
* Understanding of RAMS methods (Reliability, Availability, Maintainability, Safety)
* Supervisory experience
* CAD, CAD/CAM design capabilities

***Education, Experience, and Licensing Requirements:***

* Bachelor’s or Master of Science in Civil Engineering, Construction Management, Architecture, Electrical Engineering, or other related discipline required.
* Bilingual – Mandarin is preferred
* FE preferred.
* Experience with large mass transit and transportation projects highly desirable
* Proficient with MS Office Suite of tools, exposure to planning and schedule software including Microsoft Project and preferably Primavera (P6).