



## Job Description

**Job Title:** Project Engineer

**Department:**

**Reports To:**

**FLSA Status:** Exempt

**Prepared Date:** 05/11/2026

**Position Description:** The Project Engineering supports the engineering team in the planning, coordination, and execution of projects. This role is ideal for individuals looking to gain hands-on experience in engineering project environments. They will help ensure project documentation is accurate, assist with scheduling and communication, and support quality and safety initiatives.

**Essential Job Functions** may include the following or other duties as assigned:

**Operations:**

- Assist in the preparation of project plans, schedules, and documentation.
- Support coordination between departments and external vendors.
- Help track project milestones and deliverables under supervision.

**Equipment and Maintenance:**

- Support the monitoring and documentation of equipment installation and maintenance.
- Assist in scheduling inspections and maintenance activities.

**Quality Control:**

- Help maintain quality control records and assist in inspections.
- Report any observed quality issues to senior staff.

**Documentation and Reporting:**

- Help maintain quality control records and assist in inspections.
- Report any observed quality issues to senior staff.

**Safety and Compliance:**

- Help maintain quality control records and assist in inspections.
- Report any observed quality issues to senior staff.

### Requirements/Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Associate's or Bachelor's degree in Engineering, Construction Management, or a related field (or currently pursuing).
- Internship or coursework experience in engineering or project coordination preferred.
- Basic understanding of engineering principles and project workflows.



- Strong organizational skills and attention to detail.
- Good written and verbal communication skills.
- Familiarity with Microsoft Office and basic project management tools (e.g., MS Project, Trello, or similar).

### **Physical Demands**

The physical demands 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.

- Ability to occasionally lift and carry light equipment or materials.
- May involve standing or walking for extended periods.
- Willingness to work in various environmental conditions (e.g., office, field visits).

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.

Disclaimer: Although the Company has attempted to accurately and thoroughly describe this position, the Company reserves the right to change the same, including to change, add to or subtract from the duties outlined, within the sole discretion of the Company, at any time, with or without advance notice.

Acknowledgement: Employee signature below indicates understanding of the requirements, essential functions and duties of the position.

Name:

---

Signature:

Date:

---