Project Engineer I/II/III

SUMMARY:

Souder, Miller & Associates is recruiting for a Project Engineer I/II/III for our Water Resources department. The position is located in our Albuquerque or Santa Fe, NM office. This position requires a bachelors and/or master’s degree from an accredited four-year college or university and a minimum of 4 years of experience Water Resources. The preferred candidate will be a member of a professional organization and have a New Mexico P.E. registration.

The Project Engineer I/II/III is responsible for planning, designing and directing projects locally and/or remotely on a corporate and/or local level. The Project Engineer I/II/III position requires the ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, design plans and governmental regulations as well as the ability to write reports, business correspondence and procedure manuals. These abilities must also translate into the effective presentation of information and response to questions from groups of managers, clients, customers and the general public. The Project Engineer I/II/III position typically has a balanced exposure internally (employees) and externally (clients/regulators), but also can be focused on an area of specific technical discipline.

Responsibilities include:

- Prepare and monitor project budgets; has overall responsibility for the profitability of assigned projects.
- Responsible for monitoring and managing work-in-process, accurate and timely client billings, outstanding accounts receivable and collection efforts on projects.
- Responsible for project and/or office technical group(s) schedules and timely completion of projects.
- Serve as a senior project design specialist on complex projects of any size and as a designated client contact or client manager.
- Supervise and monitor client relationship strategies; is the primary client contact for assigned clients.
- Coordinate and review pricing, estimating, scoping and marketing strategies for proposed projects of any size or fee.
- In coordination with TS Director/Manager, develop and review contract agreements for assigned projects o Executes agreements with value-limited signatory authority.
- Prepare forecast of workload for assigned staff.
- Develop probable construction cost estimates for complex projects within assigned TS.
- Attend client meetings, day or night; ability to complete overnight travel unassisted, occasionally extending several consecutive nights.
- Analyze reports, maps, drawings, blueprints, tests and/or aerial photographs for quality assurance and to plan and/or design projects.
- May direct and supervise other employee activities.
- Prepare or direct preparation and modification of reports, specifications, plans, construction schedules, environmental impact studies and/or designs for project.
May use computer assisted engineering, technical and/or design software and equipment to prepare simple to complex engineering, analysis and design documents.
Visit construction and/or investigation site(s) to monitor progress and other duties per the contract documents as the registered professional of record.
Under the direction of the MS Director/Manager, manage significant marketing responsibilities with clients to obtain work for the firm.

Job Requirements
- Bachelor’s degree in appropriate engineering or science.
- Minimum 4 years of experience post-graduation.
- Minimum 1 year of experience after obtaining P.E. license.
- Professional/Occupational licensure required.
- Must have a valid driver’s license.

We are equal opportunity/affirmative action employers, committed to diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, disability, or protected veteran status, or any other protected characteristic under state or local law.