



## Project Development Engineer

### Job Description

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<b>Position</b>	Project Development Engineer	<b>Reports to</b>	Operations Engineering Manager
<b>Department</b>	Engineering & Public Works	<b>Job Code</b>	JC-2002
<b>Pay Grade</b>	PG-16	<b>EEO Category</b>	EEO-2
<b>FLSA Classification</b>	Exempt	<b>Hours per Pay Period</b>	80
<b>Last Revised</b>	February 23, 2023	<a href="#">Apply Here</a>	

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#### Purpose of Job

The purpose of this classification is to provide engineering oversight of the day to day activities associated with the engineering, right of way, utility coordination, and bidding assistance of all capital projects within Engineering and Public Works.

#### Essential Functions

Essential functions the position will be responsible for include the following:

- Assist in consultations with the contracted civil design engineers of the various capital improvement projects to ensure all PE-D is performed per County requirements, within project budget, and on a specified schedule
- Assist in consultation with the contracted right-of-way negotiators, appraisers and closing attorneys to ensure property acquisitions are performed per County requirements, within project budget, and on a specified schedule
- Assist with pavement management system, including the performance of field OCI measurements.
- Assist in coordination of City of Knoxville, TDOT and local utilities regarding capital design and construction.
- Assist the Development Services Department, when needed, to review traffic studies, perform site visits of the new developments, etc.
- Assist construction crews with the design and layout of special projects.

**Additional Job Functions**

- Ensure regular, punctual attendance for self and assigned staff during scheduled work hours.
- Respond to and report immediately if called upon by local, regional or state office supervisors as part of a coordinated Emergency Response by the Knox County Mayor’s Office.
- Perform other duties as required.

**Minimum Training & Qualifications**

Training and qualifications for the position include the following:

- Bachelor’s Degree in Engineering
- Must obtain an Engineering Intern Certification in the State of Tennessee within 1 year of employment
- Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities may be considered for employment into the position
- Must possess and maintain a valid TN Driver’s License

**Specialized Knowledge**

- N/A

**Competencies**

The incumbent is required to possess the following competencies:

- Ability to work in a position of significant complexity.
- Strong analytical and problem-solving skills.
- Excellent organizational skills with proven ability to meet deadlines.
- Excellent communicator and active listener.
- General understanding of engineering principles, practices and tools.
- Ability to be both creative and analytical.
- Ability to maintain a professional demeanor during times of high stress
- Extremely detail-oriented and accurate.
- General understanding of materials, methods and tools involved in the construction or repair of buildings, bridges, roads and other related structures.
- Proficient in use of a PCs, tablets, smartphones and other electronic devices.
- Proficient with Microsoft Office Suite and other related software.
- Ability to work cooperatively as a member of a team.

**Physical Requirements**

This position requires the following physical abilities:

- Occasional periods of light physical activity
- Ability to sit or stand for extended periods of time, working behind a desk on a computer
- Ability to walk a construction site consisting of uneven terrain
- Must wear personal protection equipment (PPE) that may consist of eye protection, ear protection, hard hats, gloves, etc when visiting construction sites

**Occupational Hazards**

- Exposure to construction site hazards such as mechanized equipment, timber, hand and power tools, uneven terrain, inclement weather, etc.

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Employee Signature

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Supervisor Signature

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Date

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Date

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