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# Example of Associate Project Engineer Job Description

Our innovative and growing company is looking to fill the role of associate project engineer. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for associate project engineer

* Helps to develop detailed schedule, rough costs, test plans, and engineering documentation (Bills of Material, drawing documentation, service parts, owner’s manuals) for projects
* Provides support to sustaining engineering to maintain current products and resolve production issues as assigned under supervision of Sr
* Apply Engineering Theory and sound Engineering practices to solve mechanical and fabrication problems
* Review, evaluate and report project status in written and verbal form as required
* Includes internal & external distribution after review with Project Manager
* Generate Customer invoice
* Work with Project Manager to prepare budget forecasts capturing actual budget commitments foreseeable risk items and commitments
* Internal subcontractor/material reporting
* Prepare Client correspondence and manage design approval with the Client
* Subcontractor bid selection – RFQ, RFI, job walks

## Qualifications for associate project engineer

* Training in continuous improvement initiatives, such as value stream mapping, Green Belt certification, lean process improvements
* 0-2 years of experience with gas distribution operations and experience in interpreting civil construction drawings and project management
* On call 24/7 hours to assist during system emergency situation
* Applicant must have effective problem-solving and decision-making
* Must have effective problem-solving and decision-making skills, strong planning and organizing skills, must be adaptable and results-oriented
* Must be willing to work OT as required and perform on-call/emergency support as needed