

REYNOLDS ELECTRICAL AND ENGINEERING CO., INC.

POSITION TITLE: Engineer I

JOB CODE : 002125

DATE PREPARED : October 1, 1989

Revised: April 12, 1994

SUMMARY STATEMENT

The Engineer I performs a variety of fundamental engineering tasks in a recognized engineering discipline relative to design, construction, or fabrication.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent does not have supervisory responsibility. This position reports to the Engineering Section Chief, Project Engineer, or other supervisory official.

NATURE AND SCOPE

1. Performs fundamental engineering tasks requiring standard techniques;
2. Performs routine engineering and design calculations;
3. Assists in gathering, correlating, and interpreting basic data;
4. Performs technical analysis to develop solutions to engineering projects in accordance with codes and standards;
5. Conducts research and reference reading to assist higher level engineers in obtaining technical information and discovering a better method of operation;
6. Makes field investigations using established methods;
7. Stays abreast of current standards codes, and procedures applied to engineering specialty;
8. Assists in conducting engineering studies;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasional standing/walking short distances in office and engineering support as required in field work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. Conducts field walk-throughs on Company-designed projects and field tests;
4. May lift/carry up to 20 pounds of paperwork or supplies;

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| <i>Constantly = Over 2/3 of time</i> |
| <i>Frequently = 1/3 - 2/3 of time</i> |
| <i>Occasionally = Less than 1/3 of</i> |

Engineer I

5. May push/pull, exerting force of up to 15 pounds to open doors or file drawers;
6. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas, or to attend meetings;
7. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
8. Constant use of speech/hearing abilities in communicating with subordinates/other managers, making presentations; and talking on the telephone, etc.;
9. Occasional climbing on equipment platforms to perform inspections or conduct performance evaluations.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to guarantee that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management and supervisory and interpersonal communication skills in dealing with subordinates, other managers, and other contacts in an effective, positive, and professional manner;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to deal with pressure of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with personnel within the department and some contact with personnel at various levels within the Company to secure basic engineering data.

WORKING CONDITIONS

Field office conditions exist most of the time; however, the remaining time is spent in the field investigating and coordinating engineering activities which may expose the incumbent to adverse weather conditions and construction work hazards.

REQUIRED WORK EXPERIENCE

None.

REQUIRED TRAINING

This position requires a bachelor's degree in a recognized engineering specialty.

OTHER SPECIAL QUALIFICATIONS

Registration as an Engineer-in-Training is preferred.

REYNOLDS ELECTRICAL AND ENGINEERING CO., INC.

POSITION TITLE: Engineer II

JOB CODE : 002320

DATE PREPARED : October 1, 1989

Revised: April 12, 1994

SUMMARY STATEMENT

The Engineer II performs a variety of routine engineering tasks in a recognized engineering discipline relative to design, construction, or fabrication.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent does not have supervisory responsibility. This position reports to the Engineering Section Chief, Project Engineer, or other supervisory official.

NATURE AND SCOPE

1. Investigates and analyzes engineering problems and studies involving conventional engineering practices, but with limited complexity;
2. Develops basic data, sketches, specifications, and notes in the field of specialty in assisting higher level engineers to present plans and proposals within project requirements;
3. Assists in devising new approaches to technical problems encountered;
4. Stays abreast of the latest engineering innovations, particularly in the field of specialization, and recommends proper applications;
5. Assists with engineering design, drawings, estimates, material take-offs, and construction modifications as required;
6. Gives functional direction to subordinate engineers and draftsmen;
7. Obtains and interprets data as necessary from the site investigation or to the inspection of construction projects;
8. Assists in the preparation of special engineering studies, usually under guidance;
9. Prepares specifications and layouts as directed within the engineering project;
10. Coordinates effort and maintains liaison within the department and other organizations;
11. Ensures that designs conform to Company, department, and industry-established quality or safety codes and standards;
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
13. Performs related work as required.

Engineer II

ESSENTIAL JOB FUNCTIONS

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| <i>Constantly = Over 2/3 of time</i> |
| <i>Frequently = 1/3 - 2/3 of time</i> |
| <i>Occasionally = Less than 1/3 of</i> |

Physical

1. Occasional standing/walking short distances in office and engineering support as required in field work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. Conducts field walk-throughs on Company-designed projects and field tests;
4. May lift/carry up to 20 pounds of paperwork or supplies;
5. May push/pull, exerting force of up to 15 pounds to open doors or file drawers;
6. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas, or to attend meetings;
7. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
8. Constant use of speech/hearing abilities in communicating with subordinates/other managers, making presentations, and talking on the telephone, etc.;
9. Occasional climbing on equipment platforms to perform inspections or conduct performance evaluations.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to guarantee that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management and supervisory and interpersonal communication skills in dealing with subordinates, other managers, and other contacts in an effective, positive, and professional manner;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to deal with pressure of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains occasional contact with middle management personnel inside and outside the Company to provide technical information, assist in resolving engineering problems, and obtain information.

WORKING CONDITIONS

Field office conditions exist most of the time; however, the remaining time is spent in the field investigating and coordinating engineering activities which may expose the incumbent to adverse weather conditions and construction work hazards.

Engineer II

REQUIRED WORK EXPERIENCE

This position requires two years of professional engineering experience which have provided a good working knowledge of standard engineering techniques, procedures, and practice within a specialized field in design or the construction industry.

REQUIRED TRAINING

This position requires a bachelor's degree in a recognized engineering specialty.

OTHER SPECIAL QUALIFICATIONS

Registration as a Professional Engineer is preferred. Familiarity with computers applied to engineering problems is also preferred.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Engineer III

JOB CODE: 002527

DATE PREPARED: October 1, 1989

Revised: April 12, 1994

SUMMARY STATEMENT

The Engineer III performs a variety of moderately complex engineering tasks in a recognized engineering discipline relative to design, construction, or fabrication.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may supervise exempt and nonexempt employees. This position reports to the Engineering Section Chief, Project Engineer, or other supervisory official.

NATURE AND SCOPE

1. Develops and analyzes engineering data within the limits of a specific discipline of engineering;
2. Prepares engineering plans, specifications, narratives, drawings, and other documentation to accomplish assigned projects;
3. Recommends revisions to original engineering criteria;
4. Prepares designs and estimates labor costs, material requirements, and develops construction schedules wherever qualified and required;
5. Assists in the preparation and investigation of special engineering studies associated with area of specialty;
6. Collects, coordinates, and disperses technical data to accomplish required results;
7. Coordinates work effort and maintains liaison within the department and other organizations to promote better operations and effective communications;
8. Prepares engineering sketches and computations for the purpose of solving engineering problems and clarifying engineering objectives;
9. Investigates jobsites for familiarization and orientation of project requirements;
10. Acts as a technical advisor to departments using engineering criteria to improve efficiency and promote better operations;
11. Maintains up-to-date knowledge of trends and developments in the field of specialization;
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
13. Performs related work as required.

Engineer III

ESSENTIAL JOB FUNCTIONS

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| <i>Constantly = Over 2/3 of time</i> |
| <i>Frequently = 1/3 - 2/3 of time</i> |
| <i>Occasionally = Less than 1/3 of</i> |

Physical

1. Occasional standing/walking short distances in office and engineering support as required in field work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. Conducts field walk-throughs on Company-designed projects and field tests;
4. May lift/carry up to 20 pounds of paperwork or supplies;
5. May push/pull, exerting force of up to 15 pounds to open doors or file drawers;
6. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas, or to attend meetings;
7. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
8. Constant use of speech/hearing abilities in communicating with subordinates/other managers, making presentations, and talking on the telephone, etc.;
9. Occasional climbing on equipment platforms to perform inspections or conduct performance evaluations.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to guarantee that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management and supervisory and interpersonal communication skills in dealing with subordinates, other managers, and other contacts in an effective, positive, and professional manner;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to deal with pressure of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent has frequent contact with middle management inside and outside the Company in executing engineering projects and providing technical engineering assistance. Some contact is also maintained with top management inside and outside the Company, resulting in a presentation of technical data, project definition, or briefings.

Engineer III

WORKING CONDITIONS

Field office conditions exist most of the time; however, time is spent in the field which may expose the incumbent to adverse weather conditions and construction work hazards.

REQUIRED WORK EXPERIENCE

This position requires four years of professional engineering experience in design or the construction industry which have provided a broad knowledge of design practice and codes and the relationship between construction methods and materials in engineering principles.

REQUIRED TRAINING

This position requires a bachelor's degree in a recognized engineering specialty.

OTHER SPECIAL QUALIFICATIONS

Registration as a Professional Engineer is preferred. Familiarity with computer-applied engineering programs is also preferred.