

Job Title:	Engineer III/IV - FEMA	Reports To:	Federal Government Contracts Manager
Department/Group:	PEER Burlington	Job Category:	Professional
Duty Locations:	To be Determined	Travel Required:	Extended On-Site
Level/Salary Range:	Commensurate with experience	Position Type:	PTAN to Full Time
URL:	<a href="http://www.peercpc.com/Careers/careers.html">http://www.peercpc.com/Careers/careers.html</a>		

### Applications Accepted By:

**Fax or E-mail:**

F: 202.478.2050

E: [jobs@peercpc.com](mailto:jobs@peercpc.com)

**Subject Line:** Engineer III/IV - FEMA

### Job Description:

**Position Summary:**

This position is primarily assigned to FEMA Public Assistance projects. The candidate must be a U.S. Citizen. The focus of the FEMA work will be to coordinate with assigned Sub-Recipients throughout the Public Assistance (PA) grant delivery process for FEMA funded project work. This position facilitates and coordinates the effective, efficient, and accurate delivery of grant funding. Depending on skills and experience, there may be additional non-FEMA assignments. The successful candidate is competent to provide engineering services, versed in FEMA Public Assistance guidelines, and performs most assignments with supervisory approval and guidance on unusual aspects. Work is generally both independent and collaborative in nature. This Engineer may serve as a task manager or project manager making day-to-day decisions within or for a group.

**Principal Duties & Responsibilities:** FEMA assignments will be performed on site for up to one year. Other assignments are typically performed in PEER offices based on a hybrid (3 days in the office and 2 days from home) policy. Duties may include but are not limited to:

- FEMA Public Assistance Engineering services assignments including:
  - Receiving assignment of Sub-Recipients,
  - Make calls to Sub-Recipient to gather initial damage information and Sub-Recipient capabilities, discuss the requirements for the list of disaster damages, and schedule meeting with the Sub-Recipient,
  - Meet with Sub-Recipient,
  - Begin process of validating damages through scheduling of site inspections,
  - Request information from the Sub-Recipient to support their damage claim,
  - Formulate projects (i.e. discuss with the Sub-Recipient logical groupings of work into projects),
  - Review Damage Descriptions and Dimensions (DDD), scopes of work, and costs,
  - Ensure that all damages identified by the Sub-Recipient are addressed,
  - Prepare for and conduct Recovery Transition Meeting, and
  - Provide secondary and/or further specialized review including but not limited to Supporting Documentation,

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DDDs, Scopes of Work, Costing, EEI Completeness, Site Inspection Report Accuracy/Completeness, Contracts, Applicant Provided Information, Damage Inventory Items attached in the Grants Manager and/or EMMIE Systems. This review includes providing findings, recommendations, and amending projects in Grants Manager and/or EMMIE.

- Other assignments may cover a wide range of primarily water related infrastructure projects and include predesign condition assessments, energy audits, design, and/or construction phase services commensurate with engineering specialty.
- Other related responsibilities as assigned.

**Knowledge, Education & Experience:** *(Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform the duties of this position)*

- Bachelor's Degree Architecture, Civil Engineering, Coastal Engineering, Construction Management, Electrical Engineering, Environmental Engineering, Mechanical Engineering, Geotechnical Engineering, Structural Engineering or a related field, with either a PE or RA, and over 5 years of experience, or 10 years of experience is required.
- Experience in the design and/or construction of public infrastructure with expertise in water or wastewater treatment plants, dams, beaches, schools, hospitals, or roads and bridges is required.
- Knowledge of FEMA's laws, regulations and policies governing Public Assistance programs is desired, completion of FEMA Public Assistance training is preferred.
- In addition to an engineering degree, a second degree in accounting, finance, biology, environmental science, planning, geography, historic preservation, archeology, regional planning, writing, or training is a plus.
- Specialized experience/credentials in cost estimating, floodplain management, construction or building inspection, project management, reports development, disaster field work, or field work is a plus.
- Up-to-date knowledge of computers (including tablets), current software tools used in engineering design and modeling, Microsoft Office is required as is the ability to navigate the internet for research purposes is required. Proficiency with Grants Manager is desired. Proficiency in CAD and/or GIS is a plus.
- Strong oral and written communications skills, demonstrated report writing and presentation experience, and the capability to formulate letters in response to correspondence and inquiries from internal/external stakeholders is required.
- Being team-oriented, hands-on, highly skilled, adaptive, and client-focused is required.
- Proven track record of consistently producing excellent deliverables with professionalism, productivity, and accountability is required.
- Demonstrated success in handling multiple concurrent projects under tight deadlines and rapidly identifying and recommending solutions to issues, concerns, or problems that may arise is desired.
- Mobile phone and driver's license are required (computer, tablet and or other devices supplied based on project requirements).
- U.S. citizenship is required.
- Bilingual skills are a plus.

**Working Conditions:** *(Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)*

**Travel:** FEMA assignments are onsite with all work being done in the project community. FEMA assignments are typically scheduled for a 6-month duration, with two 3-month option periods. Must be able to commit to potential

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12-month duration. Standard work weeks are up to 54 hrs / week. Travel, lodging, a rental car and per diem for meals and incidental expenses are provided as are periodic trips home.

Other assignments may be onsite, remote or in a PEER Office. PEER has a hybrid work policy.

**Internal:** Work is normally performed in a climate-controlled office environment. No known environmental hazards are encountered in normal performance of internal job duties.

**External:** Work is normally performed in an area recovering from a natural disaster and/or a construction site with exposure to debris, noise and various weather conditions. Work requires steel toed shoes and the use of appropriate personal protective equipment (PPE). Work requires interaction with government officials and the public.

**Physical Demands:** (The physical effort generally associated with this position.)

Work may involve lifting and carrying, over short distances, packages, documents, laptop computers, and other equipment weighing less than 25 pounds. Field work generally involves standing and walking, but most office duties may be performed from a seated position.

**Benefits:**

Competitive salaries, statutory benefits and participation in a 401(k) retirement plan. Full-time employees and those on a long-term assignment are offered an excellent employee benefits package, including comprehensive health benefits and insurance.

***PEER Consultants, P.C. is an equal opportunity employer, committed to diversity in the workforce. We encourage all qualified applicants to apply.***