

Job Description

Position Title:	Engineer	Employment Status:	Full-time, Exempt
Supervisor Title:	Office Director, Discipline Director	Responsible for:	Project Design Engineering
Date Created:	5/10/2018	Last Revised:	3/1/2019

Job Summary: Performs technical assignments related to design and development of engineering projects.

Essential Functions:

1. Apply standard practices and techniques in specific engineering situations.
2. Travel to job sites to collect and verify survey data, and/or planning and design information from the field.
3. Assist in the preparation of contract specifications.
4. Assist in formulating design criteria and prepare initial project cost estimates.
5. Assist in the review and recommendation of materials and equipment for projects assigned.
6. Review and recommend equipment and suppliers for conformance to design specifications.
7. Review and verify shop drawings submitted and provide assistance on construction projects.
8. Coordinate project drawings with Client Principals, Project Managers, and CAD technicians while meeting project needs in a timely and effective manner.
9. Prepares written reports regarding needed improvements to treatment facilities.
10. Utilizes computer modeling.
11. Planning, conducting and evaluating results from pilot studies.
12. Perform other related duties as assigned by the Discipline Director, Senior Engineers, Office Director or President.

Competencies:

1. Knowledge of engineering concepts, practices, procedures and principles.
2. Ability to gather, classify, and interpret field data.
3. Ability to think methodically and to understand technical manuals and instructions and prepare basic engineering designs and plans.
4. Strong problems solving skills and a desire to come up with practical solutions.
5. CAD design ability.
6. Knowledge and ability to use Microsoft Office Suite.
7. Excellent verbal, written communication, numeracy and IT skills.
8. Ability to work with minimal supervision and balance demands from multiple directions.
9. Ability to work with a range of individuals in a professional and cooperative environment including clients and contractors.

Required Education and Experience: Bachelor of Science degree in Civil Engineering from an ABET accredited curriculum from a four- year college, or equivalent.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. Sitting frequently, six out of eight hours per day and the sitting position can be static for up to one-half hour at a time.

The employee is occasionally required to stand and walk; use hands, wrists and fingers to operate, handle, or feel objects; reach with hands and arms; bend, stoop, kneel, or crouch; and can climb stairs.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus. Hearing within normal ranges is necessary.

This position requires occasional travel. A valid driver's license is required along with personal transportation.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In the office, the noise level in the work environment is usually moderately quiet.

When visiting job sites, exposure to uneven terrain, loud noises, machinery, dust, dirt and smoke may occur. Protective safety clothing/gear (including appropriate clothing, shoes, gloves, hardhat, safety glasses, ear protection) are required.

General Disclaimer: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.