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JOB DESCRIPTION

CIVIL ENGINEER

Overall Responsibilities:

Individual will be responsible for civil engineering and project design and management. Duties include, but are not limited to the following:

- Overall understanding of engineering fundamentals
- Ability to utilize design software to analyze engineering criteria
- Perform research to establish design parameter requirements
- Participate in engineering design and report preparation
- AutoCAD Civil 3D proficiency
- Perform engineering calculations with minimal assistance from a project team leader
- Maintain a consistent high quality of engineering design work
- Meet schedules and budgets
- Assist in review of contracts, preparation of schedules, maintaining budgets and achievement of client satisfaction

Reporting Relationship:

The Engineer will report to their Engineering Team leader for work and assignment.

Expectations & Qualities:

Individual must be a self-motivated problem solver who works well under pressure and works well with others in a team to complete projects. Individual will maintain effective working relationships with managers, co-workers and clients. Will share information with other team members and communicate progress with the team. Will be responsible for the accuracy, quality and completeness of engineering plans. Will also be responsible for keeping to schedules and budgets as requested by the project team leader. Oral and written communication skills must be strong. Must be willing to work extra hours at times when project deadlines dictate. Be pro-active and recommend changes as necessary to provide a quality engineering product and a smooth running office.

Experience:

The Civil Engineer must have a registered professional engineer license and a degree in Civil Engineering from a four-year university. Familiarity with AutoCAD required. Computer literacy is required.