



1672 Donlon Street
Ventura, CA 93003
Local 805 654-6977
Fax 805 654-6979
www.jdscivil.com

JOB DESCRIPTION

CIVIL ENGINEER II

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
- Ability to design and manage a project on their own and within a group setting
- Plans, schedules, conducts, or coordinates detailed phases of the engineering work within a project
- Perform research to establish design parameter requirements
- Participate in engineering design and report preparation
- AutoCAD Civil 3D proficiency
- Microsoft Office proficiency
- Supervises and/or coordinates the work of other engineers, drafters, and technicians
- Perform engineering calculations with minimal assistance from a project team leader
- Maintain a consistent high quality of engineering design work
- Meet schedules and budgets
- Prepares contracts, schedules, and maintains budgets and achievement of client satisfaction

Reporting Relationship:

The Engineer will report to their Engineering Team leader for work and assignment. May supervise teams or be responsible to another team member for work.

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. Requires a broad knowledge of principles and practices within industry as well as agency requirements. Be pro-active and recommend changes as necessary to provide a quality engineering product and a smooth running office. Maintain good client relations for repeat business. Involving marketing and leadership external and internal to the office.



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Experience:

The Civil Engineer II must have a registered professional engineer license. A minimum of 5-year experience is required. Professional demonstration of design to construction experience. A degree in Civil Engineering from a four-year university is desired. Familiarity with AutoCAD required. Computer literacy is required. Working knowledge of Microsoft Office is required.