



1672 Donlon Street
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JOB DESCRIPTION

STAFF ENGINEER

Pay scale: \$30.00 - \$55.00/hr

Schedule: Monday to Friday, 8AM-5PM

Overall Responsibilities:

Individual will be responsible for performing civil engineering design duties, often being part of a project team and under the supervision of a registered civil engineer. Duties include, but are not limited to the following:

- Perform a variety of engineering functions under direction from supervisor
- Prepare engineering studies and reports
- Possess thorough working knowledge of applicable standards and codes required to design and process various projects
- Supervise and support project team as necessary
- Perform drafting and design skills under direction of team leader and/or licensed engineer
- Develop strong CAD based design skills
- Engage in continuing education
- Maintain consistent high quality of engineering design work
- Meet project schedules and budgets
- Read and understand scope of work assigned
- Perform utility research and base map preparation
- Responsive to project budgets, schedules, and deadlines

Reporting Relationship:

The Staff Engineer will report to the assigned team leader. May supervise teams or be responsible to another team member for work.

Expectations/Qualities:

Individual must be a problem solver who works well under pressure. Individual will maintain effective working relationships with managers, co-workers and clients through clear communication and pro-active progress reporting. Will communicate progress to the team leader as necessary. Will share information with other team members and communicate with the team about your progress. Will be responsible for the accuracy, quality and completeness of engineering plans. Individual will be responsive to clients' requests. Be pro-active and recommend changes as necessary to provide a quality engineering product and a smooth running office. Desire to obtain a professional engineering license. Excellent organizational skills are necessary to be able to juggle multiple projects, each with schedules

and budgets. Excellent oral and written communication skills are also necessary.

Experience:

The Staff Engineer must have an engineering degree from an accredited university. AutoCAD experience is a plus, but not required. Computer literacy is recommended. EIT license is preferred. Working knowledge of Microsoft office.

Benefits:

- Medical/Dental/Vision Plans
- 401(k) Retirement Plan
- Profit Sharing
- Cash Bonus Incentive Plans
- Paid Vacation
- Paid Sick Time
- Paid Holidays
- Tuition & Education Reimbursement
- Flexible work hours
- In-house training