

Design Engineer

Reports to Project Manager

A. Overall Role

To provide high-quality engineering services for our clients while supporting the Project Manager and/or Client Manager.

B. Essential Responsibilities

1. Design construction plans.
2. Analyze reports, maps, drawings, blueprints, tests, and aerial photographs on soil composition, terrain, hydrological characteristics, and other topographical and geologic data to assist in the planning of projects.
3. Prepare reports based on data collected.
4. Correspond with clients as necessary via phone, email, fax, mail.
5. Prepare project cost estimates, bid documents, and specifications for projects.
6. Apply for permits.
7. Visit construction site to monitor progress and other duties per the contract document.
8. Coordinate testing, surveying, inspection, CADD, and secretarial support.
9. Attend client meetings; prepare meeting minutes.
10. Perform occasional CADD work.

C. Working Conditions and Environment

Design Engineers work both in the office and out in the field. There is a moderate amount of travel to and from job sites. The noise level in the work environment is moderate to loud. He/she must frequently lift up to 10 pounds and occasionally lift up to 25 pounds or more.

Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

D. Education and Experience

1. Minimum
Bachelors degree in Civil Engineering or related field and Professional Engineer's License
2. Preferred
Masters degree or higher in Civil Engineering or related field and Professional Engineer's License