

CIVIL ENGINEER

Position Description:

- Perform engineering duties related to planning, design and construction of private and higher education sector land development projects and municipal infrastructure projects including, but not limited to site work, highways, potable water, sewage treatment and stormwater management systems.
- Work under the direction of Project Engineers on a variety of projects requiring increasing independent study and responsible judgment to manage project tasks and achieve project objectives.

Reports To:

- Project Engineers in the Engineering Department with daily supervision and guidance.

Relationship to Others:

- Supporting design professional for the Engineering Staff.

Responsibilities:

- Provides data for inclusion in technical narratives for engineering reports and studies including quantity takeoffs for opinions of probable project cost.
- Analyzes surveys, maps, drawings, blueprints, aerial photography, and other topographic or geotechnical data in support of project planning efforts.
- Provides CAD drafting, performs administrative tasks and field reconnaissance associated with individual projects.
- Routinely performs calculations for site work or infrastructure designs.
- Assembles design and bidding documents, including technical specifications and project manuals.
- Corresponds with owners, vendors, legal counsel and fiscal advisors as necessary to obtain information critical for project completion.
- Reviews shop drawings and product submittals.
- Provides construction observation to monitor progress and ensure conformance to design drawings, specifications and industry standards.
- May perform Stormwater Pollution Prevention Plan (SWPPP) inspections and prepare reports under the supervision of a Qualified Professional.
- Maintains project documents, organizes files and assists Administrative Staff with document production.
- Interacts with permitting agencies.

Authority/Supervisory Responsibilities:

- Coordinate production work by the Engineering Technician assigned to a project.



CIVIL ENGINEER (Continued)

Personal Qualities:

- Solid verbal and written communication skills are imperative.
- Highly organized with solid time management skills.
- Able to work with and support all Office Staff.
- Flexible in work hours to help meet project deadlines.
- Receptive to new ideas and concepts.
- Responsible to employer and self-motivated.

Experience/Education Guidelines:

- Graduate of an accredited Civil and Environmental Engineering curriculum with a Bachelor of Science degree.
- Fundamentals of Engineering certification preferable but not necessary.
- 2-3 years of experience in design and construction of private and higher education sector land development projects and municipal infrastructure projects including water wells and pump systems, water storage tanks, sanitary sewage collection systems and pump stations, and highway infrastructure.
- Experience with the NYSDEC SPDES General Permits for Stormwater Discharges from Municipal Separate Stormwater Systems (MS4s) and from Construction Activity.
- Competent with AutoCAD or equivalent drafting software.
- Competent with MS Word and Excel software.