

Full Time Project Engineer

The Project Engineer is responsible for managing, designing, and drafting civil engineering projects from conception to completion. He/she will apply his/her experience in: site layout, grading, utility design and profiles, erosion and sediment control, SWPPP preparation, and stormwater management. He/she will be coordinating with Architects, MEP Engineers, Structural Engineers, and Construction Project Managers. He/she will be responsible for the production of civil engineering construction documents while adhering to client requirements, code requirements, and site adjustments.

Starting Salary:

\$70,000-\$80,000

Essential Duties:

- Assist in preparing contracts and change orders with clients and sub-contractors.
- Conduct site visits and generate reports and recommendations based on findings.
- Produce full site plans, calculations, and reports and resolve complex design challenges with limited direction.
- Coordinate with sub-consultants.
- Provide client interaction support.
- Establish and maintain project, phase, and task level budgets and schedules.
- Schedule production staff and lead tasks.
- Prepare responses to construction RFI's and submittals.
- Assist in coordinating the work of a multi-disciplined team throughout the design development and contract document phases of a project.
- Demonstrate a practical and functional knowledge of municipal codes.
- Coordinate and meet with authorities having jurisdiction through all phases of the project.
- Attend and present at local and state government boards.

Other Duties and Responsibilities:

- Organize and maintain project files.
- Maintain timesheets daily.
- Demonstrate an understanding of liability issues related to design.
- Demonstrate an understanding of constructability and complex design.
- Other duties as assigned.

Requirements:

- Experience: 3-5 years of site/civil production, subdivision design, and permitting.
- Education: Bachelor's degree in Civil Engineering required.
- EIT required or be able to obtain within 6 months of hire.
- Licenses: P.E. in Civil Engineering preferred.
- Software: AutoCAD, Carlson and MS Office required; Civil3D, TR-20, TR-55, HydroCAD and other design software a plus.

In addition to a positive work environment and opportunities for growth we work collaboratively and energetically in a relaxed atmosphere. We are a 100% employee owned company that offers a competitive salary, vacation time accrual upon hire, sick time, several annual paid holidays, 401K and the opportunity for professional growth and development.

If you have the requisite qualifications, we'd love to talk to you. Please send resume and salary requirement to info@civilworksne.com