

JOB TITLE:	Engineer-In-Training I	FLSA STATUS: Exempt
DEPARTMENT:		
REPORTS TO:	Department Manager	

Overview of Position:

This is an entry level engineering position which requires close supervision. This position will perform assignments designed to develop professional knowledge and abilities, requiring application of standard techniques, procedures, and criteria in carrying out a sequence of related engineering tasks. Limited exercise of judgment is required on details of work and in making preliminary selections and adaptations of engineering alternatives.

Essential Functions:

% Of Time

- Performs specific and limited portions of a broader assignment of an experienced engineer using prescribed engineering methods – collects data and gathers information; prepares drawings and visual aids, periodically observes construction activities, performs basic survey work 25%
- Applies standard engineering practices and techniques in specific situations, adjusts and correlates data, recognizes discrepancies in results, and follows operations through a series of related detailed steps or processes 15%
- Assists in the preparation of engineering improvement plans, specifications, supporting documents and permit applications for subdivisions, commercial developments, multi-family developments, private development projects, and/or public works projects 25%
- Assists in the preparation of engineering calculations, such as storm drainage, wastewater, and water systems, earthwork quantities, floodplain mitigation, transportation, cost estimates, and other supporting documentation for public and/or private projects 25%
- Coordinates project assignments with those of others in his/her discipline group 10%

Secondary Functions:

- Provide accurate accounting of time spent on projects, with descriptions for each time entry
- Perform engineering design/drafting using AutoCAD software
- May assist in coordinating and/or directing the work of Drafters and Technicians
- May attend “kick-off” and design review meetings

Qualifications:

- Bachelor's of Science Degree in Engineering from an accredited college or university
- E.I.T. Certification
- Must be proficient in Microsoft Office Suite Programs
- Must be proficient in use of AutoCAD
- Must be knowledgeable of engineering principles
- Must possess excellent time management skills, and be able to complete assigned tasks within deadlines
- Must be able to work independently, as well as part of a team
- Must possess excellent verbal and written communication skills
- Maintain a professional appearance and behavior
- Must be well organized and detail oriented