

JOB TITLE: Engineer-In-Training II

FLSA STATUS: Exempt

DEPARTMENT:

REPORTS TO: Department Manager or Project Manager

Overview of Position:

This is an intermediate level position for a professional engineer, designed to further develop the professional knowledge, skills and abilities, of the Engineer-In-Training. This position will perform engineering assignments with clear and specified objectives involving conventional types of engineering plans, surveys, investigations or structures. Some exercise of judgment is required on details of work and in making preliminary selections and adaptations of engineering alternatives; work is reviewed for the application of sound professional judgment by Supervisor.

Essential Functions:

% Of Time

- May investigate, measure, survey and map the earth's physical features and phenomena, including any necessary research and development activities 5%
- Evaluate, select, and apply standard engineering techniques, procedures and criteria, using limited judgment in making some engineering adaptations and modifications to certain aspects of assigned construction projects and alteration of plans 15%
- Assists in the preparation of engineering improvement plans, reports, specifications, supporting documents and permit applications for assigned projects 30%
- Assists in the preparation of engineering calculations, such as storm drain, wastewater, water systems, earthwork quantities, floodplain mitigation transportation, cost estimates, and other supporting documentation for public and private projects 20%
- Coordinates project assignments with those of others in his/her discipline group 20%
- Researches code issues, design options and document findings for Project Engineers and/or Project Managers 10%
- May review drawings supplied by vendors, clients, engineers, and architects, and recommend Changes 10%

Secondary Functions:

- Provide accurate accounting of time spent on projects, with descriptions for each time entry
- Perform drafting using AutoCAD software
- May direct the work of Drafters and Technicians
- May attend "kick-off" and design review meetings
- May interact with general public, offices, and contractors

Qualifications:

- Bachelor's of Science Degree in Engineering from an accredited college or university
- E.I.T. Certification
- One (1) to two (2) years of experience as an Engineer In Training.
- Must be proficient in Microsoft Office Suite Programs
- Must be proficient using AutoCADD software
- Must be knowledgeable of engineering principles
- Must possess time management skills, and be able to complete assigned tasks and meet 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