

JOB TITLE: Engineer-In-Training III

FLSA STATUS: Exempt

DEPARTMENT:

REPORTS TO: Department Manager or Project Manager

Overview of Position:

This position is the final level for an Engineer-In-Training, designed to further develop the professional knowledge, skills and abilities, of the Engineer. This position will independently perform engineering assignments with clear and specified objectives involving conventional types of engineering plans, surveys, investigations or structures with few complex features. 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 10%
- Evaluate, select, and apply engineering techniques, procedures and criteria, to perform a task or a sequence of tasks for conventional projects with some complex features; collaboratively uses professional judgment in making some adaptations and modifications to aspects of assigned design construction projects and alteration of engineering plans 25%
- Prepares engineering improvement plans, reports, specifications, supporting documents and permit applications for assigned projects or portions of projects 20%
- Prepares calculations, such as storm drainage, wastewater, water systems, earthwork quantities, transportation, cost estimates, and other supporting documentation for public and private projects 25%
- Coordinates project assignments with others in his/her discipline group 10%
- Reviews drawings supplied by vendors, client, engineers, and architects, and recommends necessary changes; researches code issues, agency regulations, design options and document findings for Project Engineers and/or Project Managers 10%

Secondary Functions:

- Provide accurate accounting of time spent on projects, with descriptions for each time entry
- May perform drafting using AutoCAD software
- May direct the work of Drafters and Technicians
- Attend “kick-off” and design review meetings
- May attend and contribute during client meetings
- May interact with general public, offices, and contractors
- Assigns tasks to and coordinates with entry level engineers, technicians and admin staff
- Assists in determining schedule and budget requirements

Qualifications:

- Bachelor’s of Science Degree in Engineering from an accredited college or university
- E.I.T. Certification
- Must have three (3) or more years of experience
- 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 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