



JOB DESCRIPTION

Title: Assistant Engineer

Employee Type: Exempt

Position Summary

The assistant engineer will work under the supervision of senior engineering staff and project managers. Tasks assignments will be discrete components of larger work products. There will be little or no responsibility to supervise others.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Perform design functions in accordance with state and federal design codes
- Structural analysis – hand calculations and computer analysis
- Plan preparation - CAD drafting
- Specification preparation
- Quantity calculations and cost estimate preparation
- Field investigation and bridge inspections – member of inspection team
- Report preparation
- Performance of other work-related duties as assigned.

Qualifications and Expectations

- B.S. degree Civil/Structural Engineering
- 0-2 years of experience
- Valid driver's license and automobile insurance
- Working knowledge of Microsoft Office Suite
- Working knowledge of AutoCAD
- Developing knowledge of relevant design codes
- Understanding of structural mechanics, steel design and concrete design
- Developing verbal, written and interpersonal communication skills
- Ability to work productively as a member of a team
- Ability to grasp new ideas, methods or concepts
- Enthusiasm to learn and ability to accept responsibility
- Self-motivation
- Attention to detail



Physical Demands and Work Environment

The description of the physical demands and the work environment characteristics here represent those that must be met by an employee to successfully perform their duties and those an employee will encounter while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In addition to regular office duties, the employee may occasionally be required to travel in his or her personal vehicle to project sites. On project sites, the employee may occasionally be required to climb structures, perform inspections in wet conditions using waders, lift ladders, and/or crawl within structures in order to complete field investigations, etc. During these field investigations, etc., the employee is required to visually inspect and record conditions on the project site.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.