
Meier Architecture • Engineering
Job Description

January 31, 2019

Full-Time, Exempt Position

Title: Civil Engineer

Basic Responsibilities: Support engineer, executing on directions and planning of others. Conducts work requiring judgment regarding the independent evaluation, selection, adoption of standard techniques, procedures, and criteria.

Organizational Relationship: Reports to the Civil Group Manager.

Essential Functions: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Coordinates small, discipline specific tasks and projects.
- Must have experience in AutoCAD and Civil3D.
- Assist in public and private, sustainable projects; Assist with grading, hydraulics, hydrology, water, sewer, storm drain and street design.
- May perform as an assistant and consultant for a technical specialty, a type of facility or equipment, or a program function.
- May coordinate, and/or review the work of other professionals who assist in specific assignments.
- May act as billing group lead on moderately complex engineering tasks where coordination with other disciplines is needed.
- Demonstrated ability to work in a team environment.
- Strong focus on quality and attention to detail.
- Work to meet or exceed QA standards.
- All other duties assigned by Manager.

Skill, Knowledge, Education and Experience:

- Bachelor of Science degree in Civil Engineering.
- Licensed Professional Engineer.
- May be a member of a professional or technical society.
- Candidate must have good oral and written communication skills.
- Work successfully in a customer focused, project oriented environment.
- 5+ years' experience.

Work Environment:

This position operates in a professional office environment. Occasional site visit may be required.

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Physical Demands:

The job requires the ability to sit for extended periods at a computer workstation. May be subject to bending, reaching, kneeling, stooping and lifting up to ten (10) pounds.

Signature

Print Name

Date