

---

**Meier Architecture • Engineering**  
Job Description

---

**January 30, 2019**

**Full-Time, Exempt Position**

**Title: Civil Senior Engineer**

**Basic Responsibilities:** May fill roll as Responsible Professional Engineer (RPE) for complex multidiscipline projects. Plans and supervises work requiring judgment regarding the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria. Assist Group Manager in client relationships and discipline marketing efforts.

**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.

- In a supervisory capacity; plans, develops, coordinates, and directs a large and important project or a number of small projects with many complex features.
- As staff specialist; usually performs as a staff advisor and consultant for a technical specialty, a type of facility or equipment, or a program function.
- Prepares proposals for new work, including scope and budget.
- Prepare or review construction budgets based on experience and scope of project.
- Interacts with Project Managers to organize work, maintain project schedule and budget, and to resolve design conflicts and issues.
- Makes independent decisions on engineering problems and methods. Performs calculations and may be assigned to check the work of others.
- Works with design engineers, designers, drafters, and others in preparing reports and complete design packages.
- Familiar with the use of engineering software AutoCAD/Civil 3D.
- Proposal manager for QA Level 2 and 3 projects.
- May approve level of effort estimates for discipline as assigned by Group Manager.
- May stamp work performed by others within discipline.
- Represents the company in the community by attending community events and belonging to service organizations.
- Work to meet or exceed QA standards.
- All other duties assigned by Manager.

**Skill, Knowledge, Education and Experience:**

- Bachelor's Degree and Licensed Professional Engineer.

---

**Meier Architecture • Engineering**  
Job Description

---

- May be a member of professional or technical society.
- Candidate must have good oral and written communication skills.
- Strong organizational and time management skills.
- 15+ years of experience.

**Work Environment:**

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

**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