

JOB TITLE: Senior Associate Engineer
DEPARTMENT: Engineering
LOCATION: Bakersfield Office
SUPERVISOR: Senior or Principal Engineer
SALARY RANGE:
STATUS: Full-time, Regular, Exempt

POSITION DESCRIPTION:

Working independently, and under the general direction of a senior or principal engineer, the Senior Associate Engineer plans, designs, and directs engineering projects. This position is held by those who are licensed engineers with 3 or more years of practical experience in the full range of project management functions. This role may be one of a project engineer, project manager, or a team or group leader, who can expect direction when needed from his/her supervisor in honing skills in client management, leadership, and various aspects of project management and technical expertise.

As a licensed P.E., the Senior Associate Engineer has determined his/her greatest strengths and interests, and may or may not choose to pursue a career path based on his/her technical skills, leadership qualities, or project management abilities (he/she may serve in any/all of these roles). A Senior Associate Engineer may become a senior engineer after he/she gains at least 8 years experience and is able to successfully fulfill the responsibilities of senior engineer in a leadership, project management, or technical role. He/she would expect to receive continuing training on supervising/managing others; project administration, budgeting, and/or technical skills. He/she might also concentrate on a particular area of expertise, such as traffic or transportation engineering, or be a QA/QC consultant for concerns or projects in his/her office about that area of expertise.

RESPONSIBILITIES AND TASKS:

- May serve as a project manager, QA/QC consultant, team leader, or group leader with emphasis on technical abilities, leadership skills, or project management abilities.
- Serving as a project manager, prepare and monitor project budgets. Has overall responsibility for the profitability of his/her projects. Also responsible for project schedules and timely completion of projects.
- May serve as primary client contact and supervise and monitor client relationship strategies.
- Coordinates and approves pricing, estimating, scoping, and marketing strategies for proposed projects.
- Oversees contact administration. Works with client, agencies, and Quad Knopf senior management to assure that tasks are appropriate and deliveries can be made on time and on budget.
- May direct and supervise other engineer's activities. May work with other teams, groups, and/or offices to assure that expert staff is consulted when appropriate for a project concern/issue.
- May develop probable construction cost estimates for his/her projects.

- May attend client meetings and associated agency meetings (including city council, county planning and zoning, etc.).
- Responsible for control of work-in-process, ensures accurate client billings, and conducts outstanding accounts receivable and collection efforts on his/her projects.
- Analyzes reports, maps, drawings, tests, and aerial photographs to plan and design projects.
- Prepares or directs preparation of reports, specifications, plans, construction schedules, environmental impact studies, and designs for projects.
- Visits construction site to monitor progress and other duties per the contract documents.
- Serves as on-site project representative.
- Uses computer-assisted engineering and design software and equipment to prepare engineering and design documents.
- Billable production: minimum of 80%

EDUCATION:

- Bachelor's degree in engineering from an accredited four-year college or university and 5 to 10 years' post-graduate experience or the equivalent thereof.
- License or registration as Professional Engineer, preferably in the State of California

EXPERIENCE:

- Minimum of 3 years experience as Associate Engineer (3 years experience post-PE)

SKILLS AND ABILITIES:

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply concepts of basic algebra, geometry, trigonometry, and financial functions.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Proficient with AutoCAD, other CAD programs, and Microsoft Office suite.
- Ability to work well with others (as a team member) and alone.
- Ability to lead, supervise, and mentor others on a team or within a department when in a leadership capacity.
- Visual acuity and ability to communicate well, in writing or verbally, with other staff, clients, and agencies to accomplish team goals.
- Ability to sit or stand for long periods and walk to conduct site visits.
- Current drivers license and good driving record may be required if employee will be making field visits and/or meeting with clients outside the company's office.

WORKING ENVIRONMENT: Indoor working environment, working Monday through Friday 8 a.m. through 5 p.m, at minimum. Evening and weekend work may be required to complete projects.