



**POSITION DESCRIPTION:  
ASSOCIATE ENGINEER**

**POSITION PURPOSE**

The Associate Engineer works under supervision of a more senior engineer or Project Engineer, and in cooperation with the project team. This person may also assist with project management components of projects, including aspects of budgeting, scheduling, directing subordinates, and prioritizing multiple projects and deadlines. The Associate Engineer will sometimes also work with clients, consultants, and contractors during the course of specific projects. The Associate Engineer produces high quality deliverables. This person should be innovative.

**WHAT YOU'LL DO**

ESSENTIAL TASKS AND RESPONSIBILITIES

- Design plans, specifications and engineer's estimates for a wide variety of projects
- Oversee analysis prepared by subordinates including Assistant Engineers, Engineering Technicians, CAD designers, Sr. CAD designers, and CAD Technicians. Be responsible for quality control of all work products prepared under their direction
- Write and produce reports
- Assist with marketing efforts to attract new clientele
- Attend project meetings, public hearings, and presentations at interviews for new projects (This could involve travel to meetings in other areas and an occasional need to stay overnight)
- Maintain a current knowledge base for the work being performed, including reading professional publications and occasionally attending professional meetings and seminars
- Prepare engineering calculations, as associated with storm drain, wastewater, water system, earthwork quantities, transportation analysis, and other supporting documentation for public and private projects
- Complete projects efficiently, in a timely and complete manner
- Convert limited verbal and written directions from a project manager into a finished product
- Conduct site visits and construction observation
- Under the direction of a senior engineer, coordinate with clients, consultants, and contractors during project construction as necessary to respond to clarifications, RFIs, and to issue change orders
- Coordinates and communicate with other disciplines such as survey, planning, construction management, biology, and architecture
- Assists in preparing applications for funding, permits, and other planning documents
- Performs other duties as assigned by more senior engineering professionals, Team/Group Leaders, Branch Managers, or CAD Leaders as required in order to assist junior staff
- Assists with project management and project planning
- Coordinates and manage workloads of subordinate staff
- Prepares proposals
- Performs additional duties initiated by the Senior Associate Engineer in order to maximize success of the engineering group, the client, and/or QK



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**WHO WE NEED**

**ESSENTIAL SKILLS AND ABILITIES**

- Proficient with design in AutoCAD Civil 3D, Adobe Suite, and Microsoft Office suite
- Ability to prioritize project workloads
- Ability to work well with others (as a team member) and alone
- Possess verbal and written communication skills sufficient to work well with others to accomplish team goals
- Ability to mentor and train less experienced staff members
- A current driver's license and safe driving record may be required if employee will be making field visits and/or meeting with clients outside the company's office
- Visual acuity and manual dexterity
- Ability to perform repetitive wrist and hand motions required
- Ability to sit or stand for long periods, and walk on uneven surfaces during site visits

**PREFERRED SKILLS AND ABILITIES**

- Desire to be helpful to internal and external clients
- Ability to create strong relationships, including one of a mentor/protégé capacity
- Proficient with HEC-RAS, SSA, WaterCAD, SewerCAD, etc.
- Proven ability to successfully work against a deadline and within constrained budgets
- Ability to motivate others
- Strong critical thinking skills that allow for collaborative innovation in problem solving and project planning
- Ability to teach junior staff both agency and company standards
- Ability to drive one's own career path, develop relationships with mentors, and seek opportunities for growth
- Able to remain flexible with the ever-changing workload, working conditions and project/agency requirements

**EDUCATION**

- Graduate from an accredited college or university with a Bachelor of Science degree in civil engineering or related field
- License or registration as Professional Engineer, preferably in the State of California

**EXPERIENCE**

- One (1) + years practical experience as an Assistant Engineer, or the equivalent thereof
- Experience in drafting and plan production is required



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**ORGANIZATIONAL RELATIONSHIPS**

The Associate Engineer gives the more senior engineers a chance to delegate tasks, without much oversight or training, which will help to alleviate workload and move projects through the pipeline. The Associate Engineers should have a strong working relationship with more senior engineers. The Associate Engineer reports to an assigned Team Leader or Group Leader and may be required to report to the Branch Manager as requested. Associate Engineers are expected work seamlessly with engineering team members, as well as team members from other disciplines throughout the entire firm in order promote our “One Company” philosophy.

I HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION ABOVE	
PRINT:	DATE:
SIGNATURE:	SUPERVISOR/HR: