



**POSITION DESCRIPTION:
SENIOR ASSOCIATE ENGINEER**

POSITION PURPOSE

The Senior Associate Engineer works mostly independent to perform more complex engineering work and provides Project Managers with support for various water, sewer, street, environmental, land development, public works and other engineering projects. The Senior Associate Engineer is distinguished from the Associate Engineer by the ability to not only complete quality work, but also review the work of others to provide quality control, training, and project oversight as needed. The Senior Associate Engineer is also looked to for guidance by junior staff and is expected to provide insight, training, and direction as appropriate. Senior Associate Engineers are key to completing quality deliverables on time and within budget. Senior Associate Engineers also act as Project Managers, which are key to maintaining healthy client relationships, developing business, and successfully delivering quality projects.

WHAT YOU'LL DO

ESSENTIAL TASKS AND RESPONSIBILITIES

- 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, you will prepare and monitor project budgets using Deltek software, Newforma, and company adopted procedures
- Will have overall responsibility for the profitability of his/her projects
- Responsible for project schedules and timely completion of projects
- Serves as primary client contact and supervise and monitor client relationship strategies
- Coordinates and approves pricing, estimating, scoping, and marketing strategies for proposed projects
- Oversees contract administration
- Works with clients, agencies, and team members to assure that tasks are appropriate, and deliveries can be made on time and on budget
- Works with other teams, groups, and/or offices to assure that expert staff is consulted, when appropriate, for a project concern/issue
- Develops probable construction cost estimates projects
- Attends client meetings and associated agency meetings (including city council, county planning and zoning, etc.)
- Acts as District and/or City Engineer for the various Districts and Cities for which we provide on-call engineering services
- Responsible for control of work-in-progress, ensures accurate client billings, and conducts outstanding accounts receivable and collection efforts on his/her projects
- Analyzes reports, maps, survey data, 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 sites 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
- Prepares applications for funding, permits, and other planning documents



**POSITION DESCRIPTION:
SENIOR ASSOCIATE ENGINEER**

- Responsible for completion of QA/QC forms for all deliverables and to encourage Associate Engineers to prepare the forms and coordinate the schedule with other QA/QC reviewers
- Reviews projects list and planned hours for all his/her projects weekly and discuss with other team members, Project Managers, and/or Team/Group Leaders to ensure accuracy of the assigned hours and completion of planned work
- 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
- Additional duties initiated by the Senior Associate Engineer in order to maximize success of the engineering group, the client, or QK

WHO WE NEED

ESSENTIAL SKILLS AND ABILITIES

- Ability to apply complex mathematical equations to practical situations
- 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, Deltek, 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
- Ability to handle pressures related to internal and external project and proposal delivery schedule
- Visual acuity and manual dexterity
- Ability to perform repetitive wrist and hand motions required
- Ability to communicate well, in writing and verbally, with other staff, clients, and agencies to accomplish team goals.
- Ability to sit or stand for long periods and walk on uneven surfaces to conduct site visits
- A current driver's 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

PREFERRED SKILLS AND ABILITIES

- Desire to be helpful to internal and external clients
- Ability to create strong relationships in a mentoring capacity
- Proven ability to successfully work against a deadline and within constrained budgets
- Strong critical thinking skills that allow for quick problem solving and innovative solutions
- Ability to motivate others
- Ability to teach junior staff both agency and company standards
- Ability to provide constructive feedback in a positive and productive manner
- Ability to communicate complex technical ideas and concepts to non-technical people



<p>POSITION DESCRIPTION: SENIOR ASSOCIATE ENGINEER</p>

EDUCATION

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

EXPERIENCE

- Minimum of three (3) years’ experience as Associate Engineer (three (3) years’ experience post-PE) or the equivalent thereof
- Minimum of one (1) years’ experience in marketing, proposal writing, and/or other related business development tasks preferred

ORGANIZATIONAL RELATIONSHIPS

The Senior Associate Engineer takes a lead on projects and will have to develop relationships with staff in various disciplines in order to achieve the end goal of delivering a quality product. The Senior Associate Engineer reports to an assigned Group Leader and may be required to report to the Branch Manager as requested. Senior 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: