

STAFF ENGINEER

- Assist with preparation of detailed design documents including: plans technical specs, calculations, reports, permits
- Collect, gather and research catalog info, CD software, etc.
- Develop effective writing skills for both technical and non-technical applications
- Assist with review of shop drawings, submittals and contractor requisition
- Communicate status, schedules, budgets, etc. with contractor
- Communicate project status and potential issues with clients professionally
- Maintain communication documentation and project file
- Networking and participation in a professional organization
- Timely completion of all project documents, maintain project budgets
- Follow QA/QC guidelines

QUALIFICATIONS

Bachelors of Science, Civil or Environmental Engineering

Minimum zero – three years experience

Technical writing, excellent written/oral communication skills
40-Hour Certification for OSHA, Hazardous Materials, Respirator use.
AutoCad and GIS a plus.