



## **JOB DESCRIPTION**

**POSITION TITLE:** Staff Engineer

**DEPARTMENT:** All

### **POSITION SUMMARY:**

The Staff Engineer is an entry-level professional who will assist with work on a variety of transportation projects under direct supervision of an experienced professional.

### **PRIMARY DUTIES:**

- Complete engineering analyses and designs
- Assist in the preparation or modification of reports, specifications, graphics, traffic impact studies, permits and designs for projects
- Use computer assisted engineering and design software/ equipment to prepare engineering and design documents
- Assist in client contact and communication pertaining to specific projects as necessary
- Coordinate with technical staff as necessary

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Oral and written communication skills
- Ability to define problems, collect data, establish facts and draw valid conclusions to present to Supervisors
- Organizational skills and attention to detail
- Knowledge of computer aided software
- Interest in Transportation Engineering

### **EDUCATION/EXPERIENCE:**

- Bachelor's Degree in Civil Engineering from an accredited four-year college or university
- No formal work experience required; relevant internship or 1-2 years of entry-level experience in Transportation Engineering preferred

### **CERTIFICATIONS/LICENSES REQUIRED:**

- Engineering – In – Training Preferred

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

While performing the duties of this job, the employee occasionally works in the field and may be exposed to outside weather conditions. Work requires frequent and prolonged computer use. May require occasional lifting up to 25 pounds.

This company is an Equal Opportunity Employer. We invite resumes from all qualified, interested parties, regardless of race, gender, national origin, religion, sexual orientation, disability, age, or any other protected classification under national or local law.

**While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add, or remove duties from particular jobs and to assign other duties as necessary.**