

Job Title:	Associate Civil Engineer	Reports to:	Branch Manager
FLSA Status:	Full-time exempt	Location:	Helena, MT

JOB DESCRIPTION

The following job description may not encompass all functions of the position. The following statements do not establish a contract for employment and are subject to change at the discretion of the employer.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

POSITION SUMMARY:

This challenging position will lead you into the exciting fields of civil engineering, environmental engineering, water resources engineering, geotechnical engineering. You will work with our engineering teams in planning, geometric design, hydraulic and hydrologic design, geomorphology, water resources and irrigation projects, reservoir design and permitting, environmental permitting, geotechnical engineering, quantity schedules, bid packages, public interaction, preparation of plans and technical specifications, surveying, construction engineering, and/or other associated civil engineering activities as assigned.

ESSENTIAL DUTIES AND FUNCTIONS:

- Perform engineering design tasks as assigned by project managers
- Develop engineering design plans
- Develop specifications, cost estimates, and bid packages
- Perform regulatory permitting for projects including State, EPA, U.S. Army Corps of Engineers, and other agencies as required
- Participate in project decisions regarding technical approaches, cost, and scheduling
- Understand civil engineering concepts and apply those skills to everyday design assignments
- Perform construction administration duties including inspection, daily photos, reviewing contractor pay applications, quality assurance checks, preparation of daily field logs, and other duties as assigned by the project manager
- Assist with field surveying efforts to collect data for design projects and stake construction projects
- Learn and utilize AutoCAD Civil3D to perform engineering design
- Communicate clearly (verbally and in writing)
- *Performs all other administrative responsibilities and tasks assigned by management

** These tasks do not meet the Americans with Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.*

QUALITIES:

- Embodies WWC Engineering's core values (service, quality, and integrity)
- Responsive and results oriented in service to clients
- Experience with AutoCAD and/or Civil 3D
- Proficiency with Microsoft Word and Excel
- Ability to plan, schedule work, and complete work assignments within established budgets and timelines
- Strong organizational, communication, and problem-solving skills
- Attention to detail
- Diligent and dependable
- Able to work on a wide variety of projects
- Collaborate with others to capitalize on WWC's collective capabilities
- Committed to continual learning

EDUCATION AND EXPERIENCE:

- B.S. or M.S. in Civil Engineering from an accredited university degree program required

PHYSICAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, and to handle or feel objects, tools, or controls. The employee is occasionally required to stand, walk, sit, or sit and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment can be low to moderate.

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

**Employee
Signature:**

Date:

Last Updated By: HR Generalist ~ Renea Parker

Date: 02-01-2021