



## Design Engineer

Reports to: Managing Director

Status: Exempt

### General Description of Position:

Has a Bachelor of Science Degree in Civil or Architectural Engineering (structures option), and usually has a **master's degree** in Structural Engineering or Engineering Management. Has, or is qualified to obtain Engineering Intern status having passed the engineering fundamentals exam. Maintains professional competence through continuing education and self teaching. Is active in professional, civic, or other organizations which will enhance professional growth, contribute to the profession, and promote the business interests of the firm.

Candidates must have or obtain a driver's license within 6 months of employment.

Assists Project Engineers, Project Managers, and others in the design, detailing and construction administration of the projects assigned.

### Typical Duties:

The following duties are typical of the position but are not all encompassing. Each person is expected to help in whatever duties are required to deliver quality products on schedule.

- Participates in the Business Development efforts of the firm
- Receives project assignments from the office workload manager
- Performs analysis and design of projects under the direct supervision of the Project Engineer or Project Manager
- Checks their own engineering and drafting work for accuracy before submitting to the Project Engineer or Manager, using the Company Operations Manual as a guide
- May have direct contact with the client to understand client's wishes with approval of the Project Engineer

- Provides Construction Administration Phase services, including shop drawing reviews, site observation visits, monitoring of Special Inspections, responses to RFI's etc. under the direct supervision of the Project Engineer

Limits of Authority:

May not change the scope of work or deviate from any other part of the contractual document without Managing Director approval. Generally, receives guidance and direction on all aspects of their work from the Project Engineer or Project Manager.

Relationship to Others:

The Design Engineer must be able to relate to other employees and clients in a mature, thoughtful, professional, and pleasant manner. The development of technical skills is also a significant part of the position, and this requires commitment, understanding and a genuine interest in their technical betterment.

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