



## **CIVIL ENGINEER**

### **JOB SUMMARY**

Primary tasks are related to civil engineering design including coordinating with clients, government agencies, and other design consultants; completing civil engineering designs and permit documents; and applying for relevant permits. This position is located in Cheyenne, Wyoming, or Fort Collins, Colorado.

### **REQUIREMENTS**

1. Experience with AutoCAD Civil 3D or Microstation.
2. Civil engineering degree, plus 3+ years' experience.
3. Project management experience a plus; drafting experience necessary.

### **GENERAL CHARACTERISTICS**

- Applies broad knowledge of principles and practices in a specific practice area.
- Independently evaluates, selects, and adapts standard techniques, procedures, and criteria.
- Acquires general knowledge of principles and practices of related fields, and ability to function on multi-departmental teams.
- Works on projects of moderate size or portions of major projects.
- Designs a complete project, system, component, or process.
- Prepares complete project documents.
- Analyzes and interprets data.
- Formulates and solves problems.
- Develops new techniques and/or improved processes, materials, or products.
- Delegates tasks to and directs entry-level staff, technicians, or administrative tasks.
- Plans and coordinates detailed aspects of the work.
- Assists with proposals to provide professional services or obtain funding for projects or programs.
- Receives general direction on project components.
- Receives guidance when necessary on unconventional or complex problems, direction on modified techniques, and new approaches on assignments with conflicting criteria.
- Interacts with clients, customers, officials, contactors, and others.
- Assists with client, customer, or official contacts and communication pertaining to specific assignments or meetings.

### **MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

1. Serve as a Staff Civil Engineer performing the following functions:
  - a. Prepare design drawings and visual aids in Microstation.

- b. Perform standard computations and analyses consistent with WRD standards and the requirements of the appropriate permitting agencies.
  - c. Collect data and gather information and/or documents from clients, agencies, site visits, etc.
  - d. Monitor construction, operation, and maintenance of utility systems and site work.
  - e. Perform field inspections, document observations, collect field samples or data, analyze field conditions, direct subcontractors.
  - f. Continually develop and refine knowledge and skills relevant to civil and/or environmental engineering.
  - g. Apply standard techniques, procedures, and criteria to perform assigned tasks.
  - h. Perform design tasks using engineering judgement and the application of standard methods.
  - i. Prepare and submit reports and permit applications.
2. Work with WRD team members, project team members, interface between team members and WRD management.
    - a. Maintain a positive working relationship with team members.
    - b. Collaborate with WRD management and other teams to prioritize projects, workloads, and needs.
  3. Service to the company, community, and profession:
    - a. Engage in appropriate professional development to enhance performance and to gain or maintain certifications.
    - b. Participate in marketing efforts for WRD.
    - c. Take an active role in community and regional organizations to positively represent WRD.
    - d. Contribute to professional organizations.

## **BENEFITS**

This position is a full-time, benefited position. Benefits include vision, dental and medical insurance; a 401(k) plan; paid time off; life, short-and long-term disability insurance.

## **HOW TO APPLY:**

Email resume and cover letter to Ann Marie [ataylor@wrd-ltd.com](mailto:ataylor@wrd-ltd.com) with Job Title in the subject line.

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