



JOB DESCRIPTION

Associate 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. Secondary tasks will include assisting with and conducting field work, inspections, soils analyses, and other technical support.

GENERAL CHARACTERISTICS

- Has broad knowledge and skills in the practice area of civil engineering.
- Evaluates, selects, and applies standard techniques, procedures, and criteria to perform a task or sequence of tasks for conventional projects with few complex features.
- Collaboratively uses judgement to determine adaptations in methods for non-routine aspects of assignments.
- Works on small projects or portions of larger projects.
- Performs basic to moderate design tasks.
- Assists on tasks such as: preparation of permit applications, material testing, drawings, exhibits, and CAD work. Prepares portions of project documents independently.
- Collects data and gathers information or documents.
- Performs research and investigations.
- Presents design data in the form of a report, exhibit, or plan set.
- Delegates tasks to and coordinates work with technicians or administrative staff.
- Receives close supervision on unusual or difficult problems and receives a general review of all aspects of work.
- Possesses effective oral and written communication skills.
- Assists with client, customer, or official contacts and communication pertaining to specific assignments or meetings.

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

1. Serve as an Associate Civil Engineer performing the following functions:
 - a. Prepare design drawings and visual aids in AutoCAD Civil 3D.
 - b. Perform standard computations and analyses consistent with Y2 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 Y2 team members, project team members, interface between team members and Y2 management.
 - a. Maintain a positive working relationship with team members.
 - b. Collaborate with Y2 management and other teams to prioritize projects, workloads, and needs.

- c. Engage in appropriate professional development to enhance performance and to gain or maintain certifications.
3. Service to the company, community, and profession:
 - a. Engage in appropriate behavior and conduct that is consistent with continued growth of Y2.
 - b. Work within team to resolve internal conflicts and avoid escalation of issues.
 - c. Take an active role as an associate engineer that allows the owners and supervisors to focus more on project management, staff, and corporate management.
 - d. Participate in marketing efforts for Y2 Consultants.
 - e. Take an active role in community and regional organizations to positively represent Y2.
 - f. Contribute to professional organizations.

SECONDARY DUTIES

1. Assist with the following geotechnical engineering and environmental testing tasks:
 - a. Conduct field investigations for geotechnical and environmental projects under the supervision of the Civil Engineering Department Managers and the Principal Engineer.
 - b. Perform soils laboratory analyses.
 - c. Perform sampling and logging of drill holes and test pits.
 - d. Conduct field testing and identification of soils according to standard practices, including Standard Penetration Test (SPT) and the Unified Classification System.
 - e. Provide field observations, data, maps, and calculations in geology, geotechnical, and environmental reports.
 - f. Provide site management of geotechnical and environmental projects.
 - g. Interface with Y2 staff to coordinate geotechnical and environmental related aspects of projects.

BENEFITS

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

TO APPLY: Email a cover letter and resume to jobs@y2consultants.com with "Associate Civil Engineer" as the subject line.