



## 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.

### **PHYSICAL REQUIREMENTS:**

The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation.

- Must be able to drive and/or hike to job sites.
- Must be able to remain in a sitting or standing stationary position 50% of the time.
- Must be able to safety lift and carry or otherwise move 50 pounds regularly including while traversing irregular, steep terrain and changing elevations including mountainous areas.
- Must be able to consistently work in various outdoor weather conditions such as snow, cold, hot windy type environments.
- Must be able to ascend and descend ladders, scaffolds, stairs and work in confined spaces and in proximity to loud equipment.
- Must be able to position oneself to work in confined spaces such as trenches, pits, manholes, attics, and tunnels.
- Must be able to safely climb ladders while carrying up to 50 lbs.
- Must be able to wear personal protective gear most of the day.
- Must be able to work alone at times.

**BENEFITS**

This position is a full-time, benefited position. Benefits include medical, vision, and dental insurance; 401(k) plan; paid time off; life insurance; and short-and long-term disability insurance. Salary commensurate with experience. \$12,000 annual housing stipend for full-time, Jackson-based staff (pro-rated by pay period). Subsidized housing may also be available.

**TO APPLY**

Email cover letter, resume, and professional references (3 or more) to [jobs@y2consultants.com](mailto:jobs@y2consultants.com) with the job title in the subject line.