JOB DESCRIPTION

POSITION TITLE: Staff Engineer

DEPARTMENT: Traffic

LOCATION: Exton

POSITION SUMMARY:
The Staff Engineer is an entry-level professional who will assist with work on a variety of transportation projects under direct supervision of an experienced professional.

PRIMARY DUTIES:
- Complete engineering analyses and designs
- Assist in the preparation or modification of reports, specifications, construction schedules, environmental impact studies, permits and designs for projects
- Draft transmittals, memos, meeting minutes, proposals and response letters
- Use computer assisted engineering and design software/equipment to prepare engineering and design documents
- Develop and maintain organized project files
- Assist in client contact and communication pertaining to specific projects as necessary
- Coordinate with technical staff as necessary

KNOWLEDGE, SKILLS AND ABILITIES:
- Basic oral and written communication skills
- Ability to define problems, collect data, establish facts and draw valid conclusions to present to Supervisors
- Organizational skills and attention to detail
- Knowledge of computer aided software

EDUCATION/EXPERIENCE:
- Bachelor’s Degree in Civil Engineering from an accredited four-year college or university
- No formal work experience required; relevant internship or 1-2 years of entry-level experience preferred

CERTIFICATIONS/LICENSES REQUIRED:
- Engineering – In – Training Preferred

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:
While performing the duties of this job, the employee occasionally works in the field and may be exposed to outside weather conditions. Work requires frequent and prolonged computer use. May occasional lifting up to 25 pounds.

This company is an Equal Opportunity Employer. We invite resumes from all qualified, interested parties, regardless of race, gender, national origin, religion, sexual orientation, disability, age, or any other protected classification under national or local law.

While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add, or remove duties from particular jobs and to assign other duties as necessary.