

MORTON & PITALO, INC. - JOB DESCRIPTION

ASSISTANT ENGINEER

Location: Folsom **Department:** Engineering **Job Title:** Assistant Engineer
Supervisor: Project Manager **FLSA Status:** Non-Exempt **Job Class:** 17

SUMMARY:

Entry-level position for an individual with a degree in Civil Engineering and intern experience. Assists in civil engineering projects by performing the duties listed below.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in the analysis of reports, maps, drawings, blueprints, tests, and aerial photographs on soil composition, terrain, hydrological characteristics, and other topographical and geologic data to plan and design project
- Assists in client contact and communication pertaining to specific projects
- Assist in the development of probable construction cost estimates for his/her projects within the department
- Prepares design computations and quantity estimates
- Assists in the preparation or modification of reports, specifications, plans, construction schedules, environmental impact studies, permits, and designs for the project
- Instructs draftspersons/technicians to reduce designs to working drawings
- Reviews construction site to monitor progress and other duties per the contract documents
- Assists onsite project representative
- Uses computer-assisted engineering and design software (AutoCAD Civil 3D) and equipment to prepare engineering and design documents
- Performs occasional drafting
- Responsible for job-specific quality system tasks as defined in quality manual
- Other duties may be assigned as necessary to meet business requirements

EDUCATION and/or EXPERIENCE:

Bachelor's degree in engineering from an accredited four-year college or university or attending a four-year college or university with a major in Civil Engineering.

AutoCAD Civil 3D

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

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Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply concepts of basic algebra, geometry, trigonometry, and financial functions.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Preferred: EIT Civil Engineering
Required: Valid driver's license

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions, possibly for extended assignments.

The noise level in the office work environment is usually moderate. The noise level on the construction site is often loud.

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