



Jason Emerine, PE  
Robert Emerine, PE  
Jason Rickard, PE

**JOB TITLE: STAFF ENGINEER I**  
**SUPERVISOR: PROJECT ENGINEER**

**JOB SUMMARY**

The Staff Engineer I is responsible to plan, design, calculate, coordinate on civil engineering projects, to perform engineering assignments, and solve civil engineering challenges under the supervision of a licensed engineer. The Staff Engineer I is responsible to develop professional working knowledge, experience, judgement, and education under supervision of the Project Manager towards earning their Professional Engineer license.

**QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty proficiently. 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 the essential functions.

**EDUCATION and/or EXPERIENCE**

- Bachelors Degree in Civil Engineering or equivalent experience.
- 0-2 years experience Civil Engineering or equivalent
- Ability to use AutoCAD Civil 3D
- Proficient with Microsoft Office

**CERTIFICATES, LICENSES, AND/OR REGISTRATIONS**

Engineer-in- Training (EIT) designation required or must be obtained within the first twelve months of employment.

**ESSENTIAL JOB DUTIES and RESPONSIBILITIES**

- Analyze reports, maps, drawings, test reports, and aerial photographs, terrain, hydrological characteristics, and other topographical and geological data to plan and design project.
- Prepare civil design calculations for items such as drainage, grading and ADA compliance, utilities, storm water management systems, hydrology/hydraulic studies, earthwork volumes, roadways, and paving. Estimate and calculate quantities form construction drawings.
- Draft, review and finalize site plans, construction drawings, and documents for infrastructure and/or land development projects, including plan drawings, specifications, bid documents and quantity and cost estimates.
- Prepare reports including drainage reports, applications, specification books, cost estimates and bid packages.
- Complete edits and modify plans as required by agencies, municipalities and clients.
- Research local and state requirements on properties and projects for zoning and engineering related standards.
- Ability to analyze survey data and existing site conditions.
- Organize and schedule your work to accomplish all goals on projects within established budgets and timelines. Immediately report to the person who assigned the work if you will exceed allotted hours.
- Communicate frequently and effectively with the Project Manager or Project Engineer on a consistent basis by providing updates and progress during all phases of projects.
- Actively prepare for your professional engineering licenses through appropriate training, exams, and completion of required documentation.
- Complete work within budget and time schedules, ensuring compliance to applicable codes, accepted engineering practices, and client and SKE standards.
- Apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in mathematical and diagrammatic form. Deal with several abstract and concrete variables.
- Complete all other duties as directed by Project Manager or Project Engineer.



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**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities. While performing the essential duties and responsibilities of this job, the employee is regularly required to:

- Stand; walk; use hands to fingers, handle and/or feel objects, tools, and/or controls; reach with hands and arms; talk and/or hear; sit; and stoop, kneel, and/or crouch.
- Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly.

Specific vision abilities required by this job description include but are not limited to close vision, distance 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 the essential functions.

- While performing the essential duties and responsibilities of this job, the worker is:
- Subject to both inside and outside environmental conditions.
- Subject to sufficient noise to cause the worker to shout to be heard about ambient noise levels.
- Subject to hazards including proximity to moving mechanical parts, moving vehicles.
- Subject to atmospheric conditions that affect the respiratory system including: fumes, odors and dust.
- When inside, operates in a professional office environment not substantially exposed to adverse environmental conditions.

Employee uses standard office equipment such as computers, printers, plotters, scanners, telephones, photocopiers, filing cabinets and fax machines.

**Employee is required to have, maintain, and wear all Personal Protective Equipment (PPE) as assigned by the company.**

**Employee is required to maintain a professional appearance by wearing the appropriate clothing for the work environment.**

**JOB DESCRIPTION ACKNOWLEDGEMENT & ACCEPTANCE**

- I agree this job description is intended to describe the general nature and level of work being performed by the person assigned to this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job.
- I agree this job description does not state or imply that the above are the only duties and responsibilities assigned to this position. I understand I will be required to perform any other job-related duties as requested by management. I understand all requirements are subject to possible modification to reasonably accommodate individuals with a disability.
- I have read and understand all the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor.
- I agree the company maintains the right to change this job description at any time and will provide me with written revisions and addendum prior to the installation of the new policies or requirements.
- I understand that this document does not create an employment contract and that I am employed by Civil Engineering Consultants, on an "at will" basis.
- I have been or will be given a copy of the company organizational chart and acknowledge my position within the organization.
- I acknowledge that my performance will be evaluated, and I will be completing a self-evaluation.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Onboarding Administrator

\_\_\_\_\_  
Date