

CARTWRIGHT NOR CAL

Project Engineer

Position Type:

Exempt, Salary. Flexible schedule as required due to client and project deadlines.

Qualifications:

- California Registered Professional Engineer
- 5 years minimum experience with site development / land development projects.
- Highly Experienced understanding of AutoCAD, Civil 3D
- Proficient with Microsoft Word & Excel
- Good verbal and written communication skills

Mission Statement:

Work with staff and agencies to successfully complete projects and meet or exceed client goals and expectations. Be a mentor to team members and promote a healthy working environment. Maintain Cartwright Nor Cal's reputation as a consulting firm that provides high quality service.

Basic Function:

Provide all aspects of technical skills and leadership for preparation of civil engineered plans and reports from beginning to end of project. The project engineer shall have the competency to produce construction documents with very little technical oversight, yet have the fortitude to collaborate with project management for constructability and client vision. Be a responsible representative of Cartwright Nor Cal.

Reporting Relationship:

Reports to Project Manager. Senior Project Designers and Project Designers may report to Project Engineer.

Responsibilities: (but not limited to)

Design Responsibilities:

- Assist Project Manager with complete preparation of all project plans & documents.
- Assist Project Manager with submittal of project documents.
- Assist Project Manager with jurisdictional coordination.
- Assist Project Manager with coordination with other in-house disciplines.

Construction Administration Responsibilities:

- Assist Project Manager with construction administration.

Administrative Responsibilities:

- Attend weekly team meetings