

Job Description Engineer - (10679)

Description

JOB SUMMARY

Assists Project Managers, Project Engineers, Project Planners, and Construction Supervisors on assigned projects and acts as a technical and/or administrative resource to support tasks within a project. While not personally responsible for a given project, the Engineer is a resource to ensure specific tasks and process are completed effectively and efficiently. Performs other duties of a similar nature as may be required.

ESSENTIAL FUNCTIONS

- Assists Project Managers as assigned to manage and/or execute specific duties within the project.
- Assists Project Engineers and/or Project Planners as assigned to execute specific duties within a project.
- May support Construction Supervisors in the field to execute specific duties within the construction phase of the project, as needed.
- Performs a wide variety of project-specific administrative duties and basic engineering tasks as required and assigned. Creates, reviews, and summarizes miscellaneous reports and documents; prepares background documents as necessary. Reviews and processes payment of invoices. Identifies and manages other items requiring priority attention.
- Performs junior level engineering and analysis work to maintain the timeline and quality assurance of current projects. Utilizes engineering analysis and problem-solving skills, evaluating alternatives and recommending solutions to meet current project objectives.
- Assists in the identification of problems, research/evaluation of possible solutions, analysis of data, and evaluation of possible alternatives.
- Builds and maintains good public relations by encouraging support and participation in District-related activities that align with community environmental goals.
- Participates in meetings within the project group and status meetings and at external meetings as assigned.
- Performs other duties of a similar nature as may be required.

Qualifications

MINIMUM JOB REQUIREMENTS

EDUCATION

- Candidate must possess a Bachelors degree in Engineering.

EXPERIENCE

- One (1) year of experience in engineering or closely related field is preferred. Internships, co-ops, and/or related college level coursework in applied engineering principals can be utilized and incorporated as experience. Experience performing administrative and/or technical tasks within an engineering project is preferred.

OTHER REQUIREMENTS

LICENSURE AND CERTIFICATIONS

- Candidate must possess a valid driver's license with a driving record in accordance with the District's acceptable guidelines.

KNOWLEDGE, SKILLS, AND ABILITIES

- Candidate must possess a general knowledge of basic engineering principals.

- Candidate must possess strong written and verbal communication, and presentation skills.
Proficiency in Microsoft Office software such as Excel, Word and PowerPoint.

- Candidate must possess the ability to effectively manage multiple tasks and assignments simultaneously in a fast-paced work environment, problem-solve, gather and analyze data and processes to make sound recommendations, pay attention to detail, and work independently or with other team members in a collaborative manner.

- Candidate must possess the ability to be reliable and punctual in reporting to work as scheduled.

DISCLAIMER: The information outlined in this job description indicates the general nature and type of work performed by employees within this classification. It is not intended to provide a comprehensive inventory of all duties, responsibilities or competencies required of employees within this classification.

NEORS, an Equal Opportunity Employer

The Northeast Ohio Regional Sewer District is an Equal Opportunity Employer. We are committed to fostering a diverse and inclusive workforce, recognizing the full range of human differences and similarities. Through our unwavering efforts to leverage the potential of our diversity, we continually strive to build and foster an environment that respects each individual. We encourage and promote innovation, and provide opportunities for all employees to interact, communicate, and realize the full potential of their talents.

Our Employee Benefits & Wellness Programs

We offer a comprehensive employee benefits package including: Health Insurance Coverage, Various Retirement Planning Options (Ohio Public Employee Retirement System and Deferred Compensation Plans), Group and Voluntary Life Insurance, Flexible Spending Accounts, Employee Assistance Program, Tuition Assistance Program, Free Parking at our facilities, Corporate Discounts, and More! We also have a very active Health & Wellness Program that promotes a life/work balance.

Primary Location: Administration Euclid Ave

Job: Engineering and Construction

Organization: District Admin

Schedule: Full-time

Minimum Salary: \$54,625

Midpoint Salary: \$68,281

Posting Date: 09/06/2017

Opening Date (Period for Applying) - External

: 09/05/2017