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## POSITION AVAILABLE

### ASSISTANT CIVIL ENGINEER

NAI Consulting is seeking an Assistant Civil Engineer to support our growing team of engineering professionals. Our business focuses on engineering support for local agency (City and County) Public Works and Engineering Departments. Working under the supervision of a Senior Engineer, responsibilities will include aiding in the planning, design, and management of our public work and capital improvement related projects. Interested applicants should have a working knowledge of the public project development process as well as State and Federal design criteria.

### ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following duties, responsibilities, knowledge, skills and other characteristics. This list of duties and responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in these classes.

### TYPICAL DUTIES AND RESPONSIBILITIES (May include but not be limited to):

- Assist with federally funded project requirements including preparing Requests for Authorizations, Final Reports of Expenditures, federal invoicing, etc.
- Assist with project management duties including preparation of Request for Proposals, scheduling, budgeting, and grant writing.
- Assist with bidding procedures, including the development of City general specifications following the Standard Specifications for Public Works Construction or State Standard Specifications, preparing bid document addenda, and prepare bid summary comparisons.
- Compute quantities and prepare engineering estimates.
- Perform preliminary field investigations and existing data research to be used in preparation of a working project base file.
- Assist in the design and planning of transportation facilities including profiles, horizontal and vertical alignment, cross-sections, and drainage improvements.
- Assist with design engineering plans and documents including project reports, traffic control plans, grading plans, signing and striping plans, street improvement plans, utility plans, etc.
- Assist with technical reviews of public improvement plans and specifications
- Other duties as assigned.

### QUALIFICATION REQUIREMENTS:

- **KNOWLEDGE AND APPLICATION OF:**
  - Principles and practices of engineering and administration as applied to the design and construction of public works facilities.
  - Methods, materials and techniques employed in design and engineering, and public works construction.



- Applicable codes, regulations and standards relating to public works and engineering. Standards and guidelines for use of Federal and State funds for public works, engineering and capital improvement projects.
- Current literature, information sources and research techniques in the fields of public construction, public works, infrastructure and funding opportunities, including grants
- Competent in AutoCAD or Civil 3-D
- Proficient in MS Office.
- **EDUCATION & WORK EXPERIENCE:** Qualified candidates will have a Bachelor of Science degree in Civil Engineering from an accredited college or university. Registration as an Engineer in Training in the State of California and/or Professional Civil Engineer registration is a plus. Minimum three years of progressively responsible experience performing public works and civil engineering work with a civil engineering firm or municipal public works department.
- **LANGUAGE SKILLS:** Ability to read and interpret documents such as scientific reports, engineering drawings, operation and maintenance instructions, and user manuals. Ability to write clear and concise sections of technical reports specifications and other correspondence. Ability to speak effectively with co-workers and clients.
- **REASONING ABILITY:** Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**ADDITIONAL CONSIDERATION:**

- Additional consideration will be given to applicants with the following experience:
  - Preparation of drainage studies
  - Design water/sewer plans
  - Familiarity with site development plans/process
  - Preparation of traffic studies

**SALARY/BENEFITS:**

- Salary Range: \$65,000 - \$85,000 per year. Salary commensurate with experience.
- NAI Consulting provides its employees with outstanding benefits including medical and dental insurance, paid holidays, paid personal time off (PTO), 401k, and profit sharing plan.

*NAI is an Equal Opportunity Employer (EOE).*

The Employment Application is available under **Careers** at [naiconsulting.com](http://naiconsulting.com).

To apply, please send Employment Application and resume to:

Nick Nickerson, President  
NAI Consulting, Inc.  
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Cathedral City, CA 92234

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