

MORELL ENGINEERING JOB DESCRIPTION

POSITION:	Graduate Civil Engineer
JOB TYPE:	Full-time
WORK EXPERIENCE:	0-4 years of related work experience
EDUCATION:	Bachelor's degree in Civil Engineering
REQUIRED QUALIFICATIONS:	FE/EI Certificate

SKILLS & ABILITIES:

- Previous experience or ability to learn AutoCAD, ArcGIS, Microstation and other engineering related software
- Ability to remain organized, pay strict attention to detail, and meet critical deadlines within a high volume, fast-paced environment
- Excellent time management skills, with the ability to support multiple projects simultaneously
- Demonstrated ability to take initiative and operate with a sense of urgency
- Ability to work under supervision and with a team
- Strong technical writing skills
- Superior problem-solving skills
- Effective communication and organization skills
- Effective leadership skills
- Ability to lift up to 50 pounds unaided

SOME DUTIES:

- Draft site designs for execution of current projects
- Complete and submit required city documents to accompany project submissions
- Provide direction and assist with land surveys
- Communicate directly with clients and provide project status updates
- Operates under a team structure
- Develop through understanding of Morell Engineering's policies, procedures and safety rules

Duties may change and associates may be required to perform other duties as assigned.