



Design Engineer/Project Coordinator

Responsibilities

- Proficient in site development and infrastructure design
- Assist in preparing submittal packages for various projects.
- Assist with code research.
- Contact governing agencies and discuss projects for the preparation of feasibility reports and limited scope of work project reports.
- Prepare comment/response letter for resubmittals and coordinate responses with Project Managers
- Assist as directed in all other permitting-related activities.

Job Requirements

- Graduate Engineer
- Experience with site development regulations, working knowledge of zoning codes, and land development.
- Experience with AutoCAD, MS Office (Word and Excel) products.
- Excellent written and communication skills.
- Possess a strong work ethic and demonstrated efficiency obtained through prior experience.

Pay Scale

- Commensurate with experience, skill level, and responsibility.
- This position comes with a competitive salary and benefits package including Medical Insurance with Long Term Disability, Dental Insurance option, Paid Time Off, Holiday Pay, 401K, and a Health Savings Account.