



Position Title	Department	Reports to
Design Engineer	Design - Projects	Director of Design & Estimating
Employment Status	FLSA Status	Effective Date
<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	December 2023

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

Perform preliminary pile designs, takeoffs, and quotations:

- Review and understand the project plans, specification, and geotechnical report.
- Coordinate project pile/foundation designs.
- Provide design and/or material recommendations including Value Engineering (VE) pile design alternates.
- Collaborate with the Team to understand client and project needs to offer most economical design.
- Coordinate and participate in conference calls between the project teams.
- Prepare the preliminary design and coordinate material estimates with the team for package distribution to the customer.

Manage execution of signed & sealed design submittals:

- Verify all project information (plans, specification, and geotechnical report) is available and adequate for the design process.
- Coordinate submittal completion with engineering firm within project schedule.
- Review and coordinate any revisions that may be requested.
- Address design RFI's
- Provide supporting documentation as required.

**NOTE:** THE ABOVE DESCRIPTION IS ILLUSTRATIVE OF TASKS AND RESPONSIBILITIES. IT IS NOT MEANT TO BE ALL INCLUSIVE. EMPLOYEES ARE REQUIRED TO FOLLOW APPROPRIATE SUPERVISORY DIRECTION AND PERFORM OTHER RELATED DUTIES AS REQUIRED.

### MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor's Degree in Civil Engineering required.
- Geotechnical and structural engineering experience preferred.
- Ability to work (independently and in a team setting) under pressure with challenging deadlines.
- Advanced computer program skills specifically with various CAD programs (including Inventor), Salesforce.com, Microsoft Word, Excel, PowerPoint, SmartSheet.
- Previous experience in the deep foundation/construction industry a plus

### PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Ability to work in an open office environment.
- Ability to sit for several hours at a time.

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