



Fairway Consulting + Engineering is a small business located in Covington, Louisiana. Fairway specializes in providing Civil, Structural, Environmental, and Management Consulting services to private, public, and industrial sector clients. We pride ourselves with providing high quality and responsive services while being flexible to our client's needs.

POSITION DESCRIPTION

Class Title: Civil Engineer in Training (EIT)

Date Completed: January 20, 2020

Job Title of Immediate Supervisor: Vice President Job Code: 0004 FLSA Status: Exempt

SUMMARY OF POSITION

The role of a Civil Engineer in Training (EIT) is to work on smaller projects, and as a team member of a larger project under the close guidance and supervision of an engineer/designer. The EIT will evaluate, select, specify, and engineer systems or products for a project. The EIT will perform a variety of tasks which may include calculations and field work.

The smaller projects that an EIT may be assigned will have relatively few complex features. The EIT will assist more senior engineers/designers by performing the routine aspects of civil engineering assignments, and may also assist in the analysis of proposed projects.

The EIT will assist in designing and planning the construction of infrastructure projects such as land developments, roads, structural steel framing, drainage systems, water distribution systems and treatment plants, sewage systems and treatment plants.

ESSENTIAL JOB FUNCTIONS:

1. Consults with and provides guidance to project stakeholders regarding engineering requirements for construction of various designs, modifications, and structural repairs.
2. Uses design software and drawing tools to accurately render and communicate designs; plans and designs other necessary and related systems and structures such as transportation or hydraulics.
3. Assesses strength of foundations, concrete, asphalt and soil.
4. Sets design specifications by computing load and grade requirements, material stress factors, water flow rates, and similar parameters.
5. Plans projects based on the analysis of relevant materials such as drawings, plans, aerial photography, survey reports, maps, and other geologic and topographical data.
6. Drafts and presents reports on topics related to drainage studies, infrastructure assessments and right-of-way descriptions.
7. Assist with developing opinions of probable construction cost including estimating materials, equipment, and labor needed to determine project costs.
8. Collaborates with architects, subconsultants, and contractors to ensure projects progress properly.

9. Collaborates with surveyors (or directs and participates in surveying) to establish installations or reference points, grades, elevations, and other factors that will affect construction.
10. Monitors project progress and ensures design specifications, safety, and sanitation standards are met.
11. On completion of a project, performs site visits to ensure project was constructed in general conformance with designs plans and specifications.
12. Performs other related duties as assigned.

MINIMUM REQUIRED EDUCATION & EXPERIENCE:

1. Bachelor of Science or Master of Science in Civil Engineering from accredited University; and
2. Up to two (2) years related experience in civil engineering.

SPECIAL REQUIREMENTS:

1. Obtained Engineering Intern certification through passage of Fundamentals of Engineering Examination;
2. Have a valid State Driver's license.

MINIMUM REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

1. Interest in civil, water/wastewater, and structural engineering.
2. Experience with or desire to learn AutoDesk software suite including Civil 3D.
3. Thorough understanding of civil engineering principles, practices, and tools.
4. Proficient in computer-assisted design (CAD) and other design, data recording, and analyzation software.
5. Understanding or desire to learn structural software packages such as STAAD Pro, Structurepoint, and Enercalc.
6. Thorough understanding of materials, methods, and tools involved in the construction or repair of land developments, structural steel framing, roads, drainage systems, water distribution and treatment plants, sewage systems and treatment plants.
7. Ability to identify and solve complex problems.
8. Excellent verbal and written communication skills.
9. Ability to be both creative and analytical.
10. Extremely detail-oriented and accurate.
11. Ability to work safely.
12. Ability to read and interpret written information.
13. Ability to communicate effectively verbally and in writing.
14. Ability to establish and maintain effective working relationships with other employees and other organizations employees.

ESSENTIAL MENTAL & PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. Prolonged periods sitting at a desk and working on a computer.
2. Must be able to lift up to 25 pounds at times.
3. Must be able to travel by vehicle to various project sites.
4. Must be able to access and navigate job sites and construction areas.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee may work in outside weather conditions.
2. The employee may work near moving mechanical parts and is frequently exposed to fumes or airborne particles, and vibration.
3. The noise level in the work environment may be loud.
4. The employee may be exposed to possible hazards including traffic, high noise, heavy machinery, and inclement weather – where safety equipment is required.
5. The employee may be required to travel to and from project sites or Client meetings.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job summary does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.