



# JOB DESCRIPTION:

<b>Job Title:</b> Engineer I	<b>Schedule Hours:</b> Full-Time
<b>Business Card Title:</b> Engineer I	<b>FLSA Status:</b> Non-Exempt
<b>Workgroup:</b> Engineering Group	<b>Amount of Supervision:</b> Heavy
<b>Reports to:</b> Manager of Engineering Services	<b>Chargeability Target Range:</b> 85% - 92%

### RRM PURPOSE:

We inspire and support each other through collaboration, respect, and innovation to create environments people enjoy.

### ENGINEER I PURPOSE:

To assist with the preparation of engineering plans in AutoCAD and AutoCAD Civil 3D, including basic design work and engineering calculations, in collaboration with the senior staff.

### DUTIES AND RESPONSIBILITIES:

#### General Duties:

- Uphold and fulfill RRM’s mission, purpose statement, strategic plan, and core values.
- Be an ambassador of RRM; internal and external.
- Uphold RRM’s high standard of quality and excellence.
- Foster and promote a positive work environment and healthy company culture.
- Follow all RRM’s policies and procedures.
- Follow all engineering group policies and procedures.
- Represent RRM in a professional manner.
- Meet your chargeability target as set annually by the service council leader.
- Submit timecards and reimbursables on time.
- Share profession-related talents with others in the firm.
- Continued career path development towards license or professional certification.
- Travel, as necessary, to support the firm and clients.
- Provide other duties as necessary to support the success of the company.

#### Building Relationships & Networking:

- Interact with clients as needed, and represent RRM in a professional and courteous manner, understanding how performance reflects on RRM’s reputation and ability to secure return clients.
- Communicate effectively and proactively with peers, employees, and management.



### Project-related:

- Provide elementary design, under the direction of a senior staff member, and produce accurate CAD work that meets appearance and CAD standards.
- Learn the scope and budget available for the tasks assigned and produce work within those constraints.
- Gather data needed for report preparation.
- Meet budgets and deadlines.
- Visit project sites occasionally for initial site visit and to confirm design issues, monitor construction, etc.

### MINIMUM QUALIFICATIONS:

#### Education and Experience:

Required:

- **Professional Degree(s)**  
Bachelor's degree in Civil Engineering.
- **Professional Knowledge**  
Current knowledge of professional codes, laws, computer applications, and trends.

Strongly Preferred:

- **Years of Professional Experience**  
Engineer I - Some related work experience.

#### Licensing and Certification:

Required:

- Valid California driver's license
- Ability to drive a vehicle for company business and to comply with RRM's Motor Vehicle Policy

Strongly Preferred:

- Engineer-in-Training certification

#### Knowledge, Abilities, and Skill:

- Knowledge of engineering principles.
- Strong working knowledge and proficiency with AutoCAD and AutoCAD Civil 3D software.
- Familiarity with other engineering software.
- Proficiency in MS Office.
- Ability to analyze problems and suggest creative solutions.
- Ability to work well within a team.
- Good communication, organizational, and interpersonal relationship skills.
- Excellent client service skills and multi-tasking abilities.



### **Physical Demands:**

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

- Requires ability to travel.
- Requires ability to work in all outdoor and weather conditions.
- Requires use of fingers, hands, and arms to handle office materials.
- Requires talking and hearing.
- Requires frequent standing, walking, and sitting.
- Requires color vision, close vision, distance vision, peripheral vision, depth perception, and the ability to adjust visual focus.
- Requires considerable time spent in front of computer screens.
- Requires the ability to work in environment with a moderate noise level.
- Requires the ability to read typed and hand-written reports.
- Occasionally requires climbing, balancing, stooping, kneeling, crouching, or crawling.
- Occasionally requires lifting or moving up to 25 pounds.
- Occasionally requires exposure to moving mechanical parts, high precarious places, fumes, or airborne particles, toxic or caustic chemicals, outdoor weather conditions, risk of electrical shock, and/or risk of radiation and vibration.