



**Title:** Engineer I

**Exempt Status:** Non-Exempt

**Position Status:** Full Time

**Performance Expectations:**

In the performance of their respective tasks and duties all co-workers are expected to conform to the following:

- Exhibit Affinis values daily (balance, collaboration, excellence, servant leadership, trustworthiness)
- Perform quality work within deadlines.
- Interact professionally with co-workers, clients, and colleagues, always striving to find ways to make their lives easier.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other co-workers and organizations.
- Exhibit regular and predictable attendance as this is an essential function of the job.
- Exhibit a higher standard of conduct than merely what is required under the laws prohibiting harassment, discrimination, or retaliation.
- Thrive in a collaborative team environment and able to apply critical thinking to deliver solutions.

**Responsibilities/Duties/Functions/Tasks:**

- Provides component design of complex projects and direct project designs for less complex projects.
- Prepares specifications for project bids.
- Use technical tools effectively (AutoCad, MicroStation, Vision, MS Office suite).
- Assist with quality reviews and review own work.
- Prepares permit applications according to code and regulatory requirements.
- Prepares opinions of probable cost according to bid data.
- Assist in development of scope and budget schedules as requested.
- Develops project management skills and uses technology tools to do so (e.g., Vision)
- Creates a positive, credible impression of Affinis during interactions with clients, assuring adherence to Affinis' vision, mission and values
- Assists with proposal and presentation preparations according to client expectations
- Responds to customer needs and expectation while acting as an advocate for the customer to superiors on issues that could affect long-term relationships
- Using Vision reporting, identifies and researches potential projects and reports to the company, according to the marketing plan
- Participates in assessment of technical qualifications of new recruits as required

**Qualifications, Education & Experience:**

- Bachelor of Science in Civil Engineering from an ABET accredited college or university.
- EI or EIT
- Must obtain PE when qualified to sit for the exam
- Familiarity with AutoCad, MicroStation, Vision and MS Office suite
- 4+ years of related experience in a technical environment.

**Work Requirements:**

- Monday through Friday, 8 a.m. – 5 p.m. This position could require additional work outside of these hours as necessary to fulfill the requirements of the position.

**Competitive salary and comprehensive benefits. For consideration send resume with salary requirements to [recruiting@affinis.us](mailto:recruiting@affinis.us).**

*Affinis Corp provides equal employment opportunities to all co-workers and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*