



J. CONDON & ASSOCIATES, INC.
CONSULTING ENGINEERS

PROJECT ENGINEER

This position will perform engineering design and project management tasks for a variety of site design improvements for private and public sector clients including residential, commercial, institutional, recreational, retail and municipal land development projects.

Essential Duties of the Position:

- Lead Engineering Design, plan preparation, and specifications
- Prepares plans, specifications and reports for development projects
- Client management and coordination with other design professionals as necessary to perform work
- Attend meetings both during and after normal working hours
- Analysis and design of stormwater management systems, sanitary and watermain systems and soil erosion and sediment control systems
- Coordination with multiple disciplines such as architects, structural, mechanical, plumbing and electrical engineers, and landscape architects
- Calculates earthwork volumes for site balancing
- Prepares cost estimates
- Coordination and compliance with regulatory agencies and securing various construction permits and approvals
- Provides an accurate accounting of time spent on projects with descriptions for each time entry on a weekly basis
- Ability to manage multiple projects at one time
- Mentors and assists with training Design Engineers and CAD technicians

Education and Experience:

- Bachelor's Degree in Civil Engineering or related engineering field from an accredited program
- Professional Engineer in the State of Illinois or in another state with the ability to reciprocate with Illinois within six months of beginning employment or ability to obtain license within 12 months of employment.
- 4+ years of increasingly responsible civil engineering design experience with hydrology, hydraulics and roadway design systems background

PROJECT ENGINEER (CONTINUED)

Preferred Knowledge, Skills and Abilities:

- Work effectively with others, monitor contractors, and manage work of technical and support staff
- Strong water resource background preferred
- Excellent verbal and written communication skills
- Demonstrated ability to apply principles and practices of civil engineering toward the completion of projects
- Ability to work independently and as part of a team
- Available to work limited overtime to complete a project as necessary
- Proficient in AutoCAD, Civil 3D and Microsoft Office (if applicable)
- Must be fluent in the English language
- Employees at this level receive only occasional instruction or assistance as new or unusual situations arise

EMPLOYER INFORMATION

J. Condon & Associates, Inc.
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