



J. CONDON & ASSOCIATES, INC.  
CONSULTING ENGINEERS

## **DESIGN ENGINEER**

This position supports our project design teams with technical tasks including but not limited to: conceptual site layout, utility layout; roadway design; site grading; storm drain design; storm water management design; water and sanitary sewer main design; soil erosion and sedimentation control design; permitting support; and site inspection support.

### Essential Duties of the Position:

- Uses Autocad Civil3D to aid in engineering design
- Explain, assist and direct CAD technician in drafting requirements
- Assist Project Engineer in requesting fieldwork from Surveyor
- Prepares exhibits for engineering reports
- Gathers necessary information to complete municipal permit applications
- Maintains records of project correspondence
- Assists in production of final construction drawings
- Fosters a good relationship with clients
- Provides an accurate accounting of time spent on projects with descriptions for each time entry on a weekly basis

### Education and Experience:

- Bachelor's Degree in Civil Engineering or related engineering field from an accredited program
- Successful completion of the Fundamentals of Engineering examination and registration as an Engineering Intern in the State of Illinois or in another state with the ability to reciprocate with Illinois within six months of beginning employment.
- Valid driver's license

### Preferred Knowledge, Skills and Abilities:

- Demonstrated ability to apply principles and practices of civil engineering toward the completion of projects
- Strong sense of self-initiative to complete required tasks
- Ability to work independently and as part of a team
- Available to work limited overtime to complete a project as necessary

## **DESIGN ENGINEER (CONTINUED)**

- Knowledge of industry related software
- Proficient in AutoCAD, Civil 3D and Microsoft Office (if applicable)
- Must be fluent in the English language

## **EMPLOYER INFORMATION**

J. Condon & Associates, Inc.  
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