**Primary Purpose:**

Under the general supervision of a higher-level technical employee, the Engineer II performs general civil engineering work, carrying out research, design calculations, developing technical details, conducting site observation visits, and preparing design documents and engineering reports. Application of general knowledge of physical sciences, mathematics, and underlying civil engineering and specialized knowledge of fluid mechanics, hydraulics, hydrology, pipe design, wastewater collection and treatment, water distribution and treatment, transportation, and surveying.

**Essential Duties/Functions:**

* Performs Civil CAD drafting and design using AutoCAD and Civil 3D.
* Effectively communicates with team members.
* Able to follow written/oral instructions; complete work in a timely manner.
* Assists licensed civil engineers with project design work by conducting studies, research, and compiling figures.
* Learns the principles, techniques, laws, methodology and processes pertinent to civil engineering work.
* Becomes familiar with the location and use of reference and resource materials, files, and related records.
* Assists in the design of site grading, culverts, pipelines, drainage improvements, sewers, water systems, sidewalks, highways, subdivisions, and building site layout by checking applicable design standards and regulations, completing computations, preparing construction plans, developing details, and coordinating on preparing final working drawings and material specifications.
* Prepares designs for simple to moderately complex engineering projects.
* Reviews construction contractor submittals materials for conformance to specifications.
* Makes field measurements and obtains design data.
* Prepares quantity take-offs and prepares opinions of probable construction costs.
* Assists in the preparation of contract documents, specifications, and plans for projects.
* Assists in preparing engineering reports and studies.
* Visits project sites and attends meetings to gain information and knowledge for the development and completion of projects assigned.
* Interacts with staff, general public, officials, contractors, and community organizations.
* Performs other duties as assigned.

**Qualification Requirements:**

*Skills/Knowledge:*

* Good knowledge of the principles and practices of civil engineering and land surveying and the methods and equipment used in construction.
* Ability to perform design and drafting assignments using AutoCAD Civil 3D.
* Ability to interpret plans, specifications, land descriptions, and contract requirements.
* Ability to do mathematical computations as applied to engineering problems.
* Ability to effectively use computer applications such as CAD programs, spreadsheets, word-processing, email, and database software.
* Ability to do simple to moderately complex design work.
* Ability to prepare maps, plans, profiles and cross-sections.
* Excellent verbal, written, and interpersonal communication skills required; ability to interface well and work effectively in a team environment; willingness to learn and support project management activities.

*Education/Training:*

* Bachelor’s degree in Civil or Environmental Engineering from an accredited college or university required. Master’s degree preferred.
* Successful completion of the Fundamentals of Engineering exam.
* Valid driver’s license required

*Experience:*

* Minimum of one year of work experience in the field of civil engineering.
* Previous internship or work experience in a design engineering firm preferable.

**Working Conditions**:

* Monday through Friday (office hours 7:30 a.m. to 4:30 p.m.).
* Evenings and weekends as needed.
* Travel may be required.

**Tools and Technology Used:**

* Windows-based personal computer
* Computer-aided design software
* Graphics or photograph imaging software
* Map creation software
* Presentation software
* Spreadsheet software
* Word-processing software
* Engineering-specific software (such as Vehicle Turning Analysis, HydroCAD, Flow Master, Culvert Master, etc.)

**Mental Requirements:**

* Requires alertness to respond to audio and visual cues from the environment, including computers, calculators, telephone systems, and other staff members.
* Ability to handle multiple tasks, projects, and schedules.
* Ability to respond quickly to rush projects, multiple deadlines, or emergencies.
* Ability to work in a team setting and get along well with others.
* Ability to work with accuracy, reliability, resourcefulness, and good judgment.

**Physical Requirements:**

* Requires sitting in office chair and typing on keyboard for periods of up to two hours without a break.
* Ability to communicate effectively verbally, in writing, and over the telephone.
* Occasionally requires bending and lifting/transporting of moderately heavy objects up to 30 pounds.
* Dexterity of hands and fingers to operate a computer keyboard, mouse, and power tools and to handle other computer components.
* General vision, hearing, speech, walking and standing required. Turning, twisting, kneeling, and bending performed.
* Requires alertness to respond to audio and visual cues from the environment, including computers, calculators, telephone systems, and other staff members.
* Occasionally requires visits to active construction sites, including walking on uneven surfaces and exposure to weather.

To apply please visit our careers page on our website at <https://bchdesign.com/careers/>

Belt Collins Hawaii is an equal opportunity/affirmative action employer and all qualified applicants will receive consideration for employment without regard to race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, domestic or sexual violence victim status, national guard absence, or status as a covered veteran.

Employment is contingent on satisfying employment eligibility verification requirements of the Immigration Reform and Control Act of 1986 and reference checks.

All information collected is for recruitment purpose only.