

POSITION SPECIFICATION

POSITION TITLE: Project Manager / Civil Engineer

DEPARTMENT: **Civil, Geotechnical, Site/Land Development Engineering**

REPORTING TO: Department Manager, Civil Engineering

LOCATION: **1971 Route 34, Wall, NJ 07719**

COMPANY: *Innovative Engineering*

WEBSITE: www.innovativeengineering.net

RECRUITER'S MISSION:

To find and recruit a highly motivated individual with 3 to 8 years experience at a civil firm as a Civil Project Designer/Staff Engineer. Candidates should be organized, goal-orientated, have strong oral and written communication skills, engineering design and AutoCAD skills, be a team player and able to interact with clients. Candidates must possess a B.S. in Civil Engineering or related engineering discipline. EIT required/PE preferred.

THE COMPANY:

INNOVATIVE ENGINEERING, INC. (IEI) is a multi-discipline consulting engineering firm that provides a broad range of services to public and private clients. Our corporate headquarters is conveniently located in Wall Township, Monmouth County; in addition, we have satellite locations in South Carolina, New York City, Pittsburgh and Denver. These locations have allowed the firm to respond to our clients' needs in a timely and efficient manner for the past 30 years.

Innovative provides high quality engineering services to municipalities, educational facilities, state and federal government agencies, property owners, solar/wind companies, real estate development professionals, national telecommunication/communication companies, architectural firms, housing developers, retail companies, and power/utility companies. Our diverse staff of 50 professionals, with over 10 Professional Engineers (PE's), licensed in over 25 states, has a long-standing, proven record of accomplishment and producing results in a cost-effective manner that maximizes our clients' engineering investment. We are also a registered Small Business Enterprise (SBE) in the state of New Jersey.

THE POSITION:

Generally assist Project Managers and Project Engineers during the various stages of project feasibility analysis and engineering design. Candidate must be willing to participate in all phases of project completion including project research, engineering design, drafting, permitting, coordination with client and project close-out. This position offers the potential for advancement.

DAILY ACTIVITIES:

Candidates should possess experience within the following areas of civil engineering:

- Performing zoning ordinance reviews, attending meeting and giving testimony
- Researching and applying applicable local, county and state development regulations
- Performing engineering design calculations
- Stormwater management and sanitary sewer design
- Developing site plans, grading and drainage plans, utility plans, landscaping plans, specifications and permit applications
- Preparing contract documents for private and public real estate development projects
- Experienced in AutoCAD 2006, Civil 3D 2007, Excel and Word.

TIME ALLOCATION:

80% will be in office design

20% will be meetings, other activities, and presentations, mostly New Jersey, yet the firm is licensed in 20 states

REQUIREMENTS:

Bachelor's Degree in civil engineering

5-10 years engineering experience

4+ year's civil engineering experience

Active PE License **preferred** but not required and would be expected for continued growth within the organization.

AutoCAD skills and the ability to teach/mentor the program

COMPENSATION:

Salary commensurate with experience and a strong plan will be structured for the desired candidate; this individual will also be eligible for full benefits and profit sharing.

FOR FURTHER INFORMATION PLEASE CONTACT:

Bill Chaney

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