 Engineering and Land Surveying, P.C.	Civil Engineer Job Description		
Standard Reference	7.1.2 & 7.2	Revision	2
Applicable Sites	All sites	Document Owner	President

KC Engineering and Land Surveying, P.C., a multi-discipline consulting engineering firm, is seeking a candidate for a **Civil Engineer** in our **Circleville office**. This is a full time position.

The potential candidate must meet the following minimum requirements:

Experience/Qualifications:

- BS in Civil Engineering or related fields is required.
- Qualified for ASCE Grade III.
- Minimum 3 years of experience in design and construction inspection of municipal projects.
- Experience in construction inspection, monitoring, and support services is preferred.
- Familiarity with local agency, municipal zoning, and/or planning regulations, including the NYSDEC, NYSDOT, NYSDOH, and 10 States Standards.
- Effective oral, written, organization and time management skills.

Licenses/Certifications:

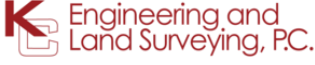
- Must have New York State Driver's License.
- New York State Professional Engineer License is desirable.
- Having passed the Fundamentals in Engineering exam is preferred.

The responsibilities of the position are as follows:

The primary work location is at the KC Circleville office. Successful candidates may be required to provide support to other KC offices on an as needed basis.

- Evaluate, select, and apply standard engineering techniques, procedures, and criteria using judgement in making some substantial engineering adaptations.
- Assist in planning, designing, monitoring, and/or managing of project and programs such as roadway, water and sewer utilities, water and wastewater treatment systems, and culverts.
- Review design drawings and indicate basic design corrections.
- Review engineering plans for compliance with numerous regulatory acts.
- Assist in the evaluation of contract bids and make recommendations to higher-level engineers.

Revision	Description of Change(s)	Reviewed By	Approved By	Date Approved
2	Revised Font & Design (no updated training needed)	<i>Colleen O'Donovan</i>	<i>Joseph A. Heavilla</i>	10/26/2017

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- Generate reports, memos, or other documentation necessary to support engineering designs.
- Report to and provide support for office project manager.
- May be required to conduct site or field visits, and be alert to safety hazards in the field.
- At times, site or field visits may occur during less than ideal conditions such as unusually hot or cold temperatures, rain, and even snow.
- May be required to walk up or down steep inclines.
- Be able to perform work independently.

KC Engineering and Land Surveying, P.C. offers competitive benefits including:

- Health, vision, dental, and LT disability insurance (company pays 85% of the base plan premium)
- ST disability insurance (company pays 100%)
- FSA Medical and Dependent Care Plan
- FSA Commuter Transit program
- 401 (k) Profit Sharing Plan with 100% match up to 4% of gross salary
- Discretionary year-end bonus
- Discretionary year-end profit-sharing up to 6% of gross salary
- Paid vacation (15 days annually – accrued based on start date)
- Flex time (5 days annually – accrued quarterly)
- 8 company-paid Holidays
- KC is an E-Verify company
- KC is an Equal Opportunity Employer

Please note this job description is not designed to cover all duties required for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Additional information about KC may be found at: www.kcepc.com




www.facebook.com/kcepc



www.twitter.com/KCEngineeringPC



www.linkedin.com/company/kcepc

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2	Revised Font & Design (no updated training needed)	Colleen O'Donovan		10/26/2017