

Geotechnical & Environmental Services, Inc.  
Job Description

**JOB TITLE: Senior Engineer**

**Summary:**

Senior Engineer takes the lead in planning, designing, and directing moderate to complex geotechnical engineering or construction testing/inspection projects by performing the following duties. Expectations include using education, intelligence, and common sense to resolve problems and tasks that are assigned.

<b>Essential Functions:</b>	<b>Frequency</b>
1. Prepares and monitors project budgets. Has overall responsibility for the profitability of his/her projects.	Daily
2. Responsible for project schedules and timely completion of projects.	Daily
3. Serves as a project manager or project engineer on complex projects.	As needed
4. Actively participate in a professional society/association (ie. board member)	As needed
5. Develops engineering agreements for his/her projects within the program.	As needed
6. Maintains liaison with individuals and related organizations.	As needed
7. Leads project related meetings and makes presentations.	As needed
8. Interacts with project related clients.	As needed
9. Attends client meetings - days or nights.	As needed
10. Responsible for control of work-in-process, ensures accurate client billings, and monitors outstanding accounts receivable and collection efforts on his projects.	As needed
11. Keeps informed of new developments and requirements affecting the organization for the purpose of recommending changes in programs or applications.	As needed
12. Develops new techniques and/or improved processes, material or products	As needed
13. Analyzes reports, maps, drawings, blueprints, tests, and aerial photographs on soil composition, terrain, hydrological characteristics, and other topographical and geologic data to plan and design projects.	As needed
14. Mentors and trains engineering staff, as necessary.	As needed
15. Prepares or directs preparation and modifies reports, specifications, plans, construction schedules, environmental impact studies, and designs for project.	As needed
16. Instructs draftspersons / technicians to prepare working drawings.	As needed
17. Visits construction site to monitor progress and other duties per the contract documents.	As needed
18. Uses computer assisted engineering and design software and	

Geotechnical & Environmental Services, Inc.  
Job Description

JOB TITLE: **Senior Engineer**

- |   |           |
|---|-----------|
| equipment to prepare engineering and design documents.  | As needed |
| 19. Plans, schedules or coordinates the preparation of engineering documents or activities for multiple major projects. | As needed |
| 20. Perform other duties as assigned.   | As needed |

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Bachelor's degree in engineering (Master's degree encouraged) from an accredited four-year college or university and a minimum 10 years relevant experience or the equivalent thereof.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply concepts of basic algebra, geometry, trigonometry and financial functions.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Registered professional civil engineer in the State of Nevada  
Valid driver's license

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl.

Geotechnical & Environmental Services, Inc.  
Job Description

JOB TITLE: **Senior Engineer**

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the office work environment is usually moderate. The noise level on the construction site is often loud.

**Desired Outcomes or Results:**

Performs technical services that are consistent with the company's goals & standards