

Position Description

Position Title:	Civil Engineer	Direct Reports:	None
Department:	Site Design	Classification:	Exempt
Location:	Any Kingscott Office, Hybrid / Remote	Approved Date:	
Reports To:	Site Design Team Lead	Revision Date:	January 21, 2025

Position Summary:

We are seeking a highly skilled and experienced Civil Engineer. The Civil Engineer is responsible for site design, specializing in stormwater drainage, site grading, utility design, and administering local agency reviews. The position will collaborate closely with architects, project managers, and other engineers to deliver high-quality civil designs from the schematic design (SD) phase through construction administration (CA). This role requires technical expertise in civil site design for commercial sites, including K-12 education sites, to ensure compliance with state of Michigan site design codes and standards.

Organizational Values:

Our belief in people leads us to work with project partners that have people at their center. Our company values are:

- Investing in People
- Serving with Humility
- Finding Fun in Our Work
- Committing Ourselves to Mutual Success
- Fearlessly Exploring
- Striving for Authenticity

Essential Responsibilities:

- Develop and manage site designs, including stormwater drainage systems, site grading plans, and utility layouts.
- Prepare and review detailed engineering plans, specifications, and reports.
- Coordinate and communicate with local agencies to ensure compliance with applicable regulations and to facilitate project approvals.
- Perform site analyses, including grading, hydrology, and stormwater management studies.
- Lead the preparation and submission of permit applications and other regulatory documentation.
- Collaborate with multidisciplinary teams, including architects, planners, and contractors, to ensure seamless project delivery.
- Oversee project schedules, budgets, and deliverables to maintain alignment with client expectations and organizational goals.
- Stay informed on industry standards to implement best practices in site design.
- Provide technical guidance and mentorship to junior staff as needed.

- Provide technical support during the construction phase, including responding to RFIs, reviewing submittals, and conducting site visits as needed.
- Verify construction aligns with design intent and specifications.

Education & Experience:

- Bachelor's degree in Civil Engineering, required.
- Must be a licensed Professional Engineer (PE)
- Minimum 6 years of prior professional experience in civil engineering, with a strong focus on site design.
- Proficiency in administering local agency reviews and navigating regulatory processes.

Required Qualifications:

- Excellent communication, both verbal and written, skills; including active listening skills, to effectively interact with clients, agencies, and team members.
- Proficient in civil design software, including AutoCAD - Civil 3D, Land F/X, and other relevant design software.
- Proficient in Microsoft Office Suite or related software.
- Strong analytical and problem-solving skills, including attention to detail and a commitment to delivering high-quality work.
- Ability to manage multiple projects and priorities in a fast-paced and collaborative team environment.
- Must have the ability to travel between 10 – 25% of the time for project needs; possibly including overnight stays.

Preferred Qualifications:

- Familiarity with sustainable design practices and LEED certification processes.
- Experience with hydrology and hydraulic modeling software.
- Master's degree in Civil Engineering or a related field.

Non-Essential Responsibilities:

- Other duties as assigned.

Supervision Received:

- Specific Direction: Follows established work procedures. Receives periodic checks for performance. Refers unique questions/conditions to immediate supervisor.

Supervisory Responsibilities:

- No supervision: No supervisory responsibilities.

Are you interested in being part of a collaborative culture with significant opportunities for professional growth? Let's chat!

How to Apply:

- Please send your resume to Maureen Weatherby at mweatherby@kingscott.com

Average Daily Physical Requirements	None	Less than 2 hours	2 to 5 hours	More than 5 hours
Work in stationary position				X
Move about work area		X		
Use hands/fingers to handle or feel				X
Reach with hands and arms		X		
Ascend/Descend (stairs/ladder/etc.)		X		
Bend, stoop, kneel, crouch, or crawl		X		
Communicate with various parties			X	
Detect flavors or smells	X			
Move containers up to 30 pounds		X		
Visual acuity				X
Read and understand written word				X
Drive/Travel			X	
Operate computer and general office machines				X
Operate Machines:	X			
Other:				

Environmental Conditions:

Average Daily Environmental Conditions	None	Less than 2 hours	2 to 5 hours	More than 5 hours
Normal office environment: No exposure to extreme heat, cold, noise or chemicals or hazardous equipment.				X
Plant environment: Exposure to dust, oil, various chemicals, and extreme noise.	X			
Warehouse environment: Exposure to extreme temperatures, noise, hazardous equipment, and fumes from trucks.	X			
Travel: Limited exposure to outside elements.				X
Other:				

This job description does not list all duties of the job. Employees may be asked by management to perform other duties as needed. The Company reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon the Company's at-will employment status.