



Nelson Associates Architectural Engineering **Employee Job Description Form**

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|---------------------------|---------------------------|----------------------------------|-----------------------|
| Employee Name: | | Supervisor: | Peter N. Nelson, P.E. |
| Title: | Civil/Structural Engineer | Department: | Engineering |
| Date: (Month/Year) | January 2011 | Salary Range: | TBD |
| Utilization Rate: | N/A | <u>Full-Time Position</u> | |

Note: Job Descriptions define the “position” and job function, rather than the “person” performing the function.

Underline the Salaried/Hourly Status for this position:

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|---------------|-----------------|
| <i>Hourly</i> | <u>Salaried</u> |
|---------------|-----------------|

Position Summary: This is a technical position reporting to the manager of engineering and requires the ability to plan, design, and create electronic drawings for the civil/structural designs for residential, industrial, and/or commercial buildings. Requires formulation of design which is practical and conducive to intended purposes under the direction of senior engineering design staff.

Major Responsibilities:

- a. Work under the direction of senior design staff preparing plans and details for projects and integrating architectural and engineering elements into unified design for client review and approval.
- b. Work may include implementing markups from senior design staff, generating applicable CADD documents, generating project specifications, field measuring (off-site), submittal review work, material take-offs, drafting work as it applies to creating backgrounds, and other duties/tasks assigned as they relate to the growth and production of the firm.
- c. Support the architectural and engineering staff as required.
- d. Other duties as assigned.

Supervises: Not Applicable.

Education and Experience (Attach Resume):

- a. Minimum four year college degree in the civil/structural field, preferably in the field of engineering, qualified to sit for the P.E. exam after obtaining required experience.
- b. Experience in computer aid drafting and STAAD is preferred.
- c. Must also be competent in Microsoft Word and Excel.

Essential Duties (in accordance with ADA): Must have a NYS Drivers License and be able to work Monday through Friday from 8:00 a.m. to 4:30 p.m. The functions of the position are usually performed sitting, but may require some amount of time standing. Some amount of stooping, kneeling, bending, crouching, lifting (with 75 pound range limit), walking, carrying, and other movements may be required. All individuals are required to be able to perform these movements without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions listed above.

Note: Nelson Associates Architectural Engineering Management reserves the right to change or reassign job duties or combine positions at anytime. Our firm is an at-will employer.