



REPORTS TO
Director of
Engineering
Services

ANNUAL RATE
\$60K-\$80K
D.O.E.

FULL TIME

SCHEDULE
Mon-Fri, 8a-5p

[APPLY NOW](#)

ENGINEERING SERVICES

ENGINEER-IN-TRAINING

DESCRIPTION

The Engineer-In-Training (EIT) will assist with current and long-term planning, engineering, development, and capital improvement activities. Strong interpersonal relationship skills are required along with a strong desire to succeed and grow as an engineer.

QUALIFICATIONS

- B.S. Degree in Civil Engineering from ABET accredited college
- Successful completion of the Fundamentals of Engineering (FE) Exam
- AutoCAD experience preferred but not required
- 0-4 years civil engineering experience
- Valid Texas Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of state and federal laws and statutes related to water, sanitary sewer, and storm sewer systems
- Knowledge of construction management principles
- Knowledge of civil engineering principles
- Skill in the use of computers, printers, scanners, copiers, and telephone systems
- Skill in the use of Microsoft Office; able to produce high-quality spreadsheets, slides, and documents suitable for presentation to the Assistant City Manager, City Manager and City Council
- Skill in using highly technical computer applications, such as GIS or Autodesk
- Ability to maintain a professional demeanor at all times
- Ability to provide excellent customer service to both internal and external customers
- Ability to plan, organize, and multi-task; able to manage multiple deadlines and prioritize tasks to ensure all assigned work is

PHONE
936-633-0228

This position is an essential service position and will require providing services during emergency situations.

accomplished

- Ability to communicate effectively both verbally and in writing
- Ability to maintain constructive and cooperative working relationships with others; able to cooperate with fellow employees as a member of a team
- Ability to remain flexible in a dynamic work environment
- Ability to interact with Department Directors, the Assistant City Manager, and the City Manager with poise and confidence
- Ability to read and interpret construction drawings
- Applicant must provide a resume and references to demonstrate experience and list any active licenses or certifications previously obtained

MAJOR DUTIES

- Review, read and interpret public and private sector plans and specifications for compliance with City, State, and Federal Requirements and for quality assurance
- Develop construction documents for transportation, utility, and site development projects
- Perform project design calculations in accordance with local, state, and federal guidelines
- Coordinate project tasks with surveyors, engineers, engineering technicians, construction inspectors, and suppliers
- Manage the construction phase of Capital Improvement Projects; prepare and review contract documents; review contractor submittals and ensure work is completed per design and specifications
- Review and compose drainage reports for private and public developments
- Support the private development process by working with developers, consultants, and general contractors
- Provide input for recommendations that impact the Capital Improvement Project Budget and

**Human Resources
Department
Lufkin City Hall
300 E. Shepherd
Ave., Suite 226
Lufkin, TX 75901**

the Operations & Maintenance Budget

- Respond to citizen inquiries and complaints, as needed
- Develop and enhance strong personal relationships with utility companies, clients, contractors, city staff and other government officials
- Develop proficiency working within AutoCAD
- Perform quantity take-offs and develop cost estimates
- Perform quality control reviews on self-work and work performed by others
- Identify opportunities to improve work-flow and efficiencies within the Department
- Promptly acknowledge concerns and requests with verbal and/or written responses
- Perform other various engineering tasks as required or as requested by City Engineer