



Example of Junior Civil Engineer Job Description

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Our growing company is searching for experienced candidates for the position of junior civil engineer. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for junior civil engineer

- Prepare plan and profile drawings using civil 3D software
- Produce a monthly report of findings, for use by the Construction Monitoring Lead in developing an overall monthly construction progress report
- Supporting project teams both in the office and in the field on projects associated primarily with environmental remediation, environmental due diligence, environmental compliance, construction oversight, and potentially design projects involving environmental, civil and geotechnical disciplines
- Manage the development of bid packages, instructions and specifications for construction, installation, commissioning and start-up
- Provide support to the project manager for design reviews, bidding process, request for information, field change orders, construction issue resolution, commissioning and startup
- Manage 'as-built' drawings and documentation process
- Knowledge of LEED (Leadership in Environmental and Energy Design) a plus
- Providing support to Project Managers and Lead Design Engineers for water and wastewater infrastructure projects
- Work within a team of professionals in designing water and wastewater projects
- Collect relevant information from all related authorities

Qualifications for junior civil engineer

- At least one year experience in civil construction preferred

- Assist with data compilation, analysis, and evaluation including application of engineering principles and problem solving skills under supervision of project manager and supervisor
- Assist with feasibility assessments, compliance assessments, approvals and permitting
- Prepare technical documents, including draft work plans, reports, correspondence, and proposals
- Assist with the development of detailed design documents, including design reports, specifications, drawings, and bid documents