

Job Summary:

Northern Utility Services is looking for a Full-Time Engineer in Training. This position is an entry-level position for graduate engineers recently entering the work force (0-2 years of experience). Incumbent will perform professional civil engineering and administrative work on a variety of water and wastewater utility programs and projects. Work is performed independently within established policies, procedures, guidelines and professional standards. Work assignments are received orally and in writing. Work is reviewed through observation, conferences, reports, and by results obtained. Performs other work as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles and practices of civil, environmental and or water/wastewater utility engineering,
- Knowledge of federal, state and local laws and regulations and industry best practices and standards (EPA, CDPHE, AWWA, NSF, ADEC, etc.).
- Knowledge of various components of water and wastewater treatment systems.
- Knowledge of construction standards, methods, materials, and equipment; particularly as applied to public works projects.
- Skill in technical engineering procedures.
- Skill in the use of a personal computer and various engineering application programs including but not limited to Word, Excel, GIS and AutoCAD.
- Ability to communicate clearly, both orally and in writing.
- Ability to establish and maintain positive and effective working relationships with employees, engineers, contractors, developers, public agencies and the public.
- Ability to compile engineering data and statistics, write accurate specifications, prepare designs and working drawings, and prepare cost estimates.
- Ability to manage projects while maintaining schedules within established deadlines. Ability to organize activities in order to complete tasks in accordance with priorities, address multiple demands, and meet deadlines.
- Ability to read and interpret blueprints, plans, specifications, and legal descriptions.
- Ability to conduct field test and inspections to determine compliance with standards and specifications.
- Ability to understand and follow written and oral instructions and procedures.
- Ability to focus attention on tasks which may be complex, routine, or repetitive without losing concentration or becoming distracted by external activities.
- Ability to adapt to interruptions, equipment failures, unusual demands, or changing priorities.
- Ability to organize information in a clear and logical format.
- Operates and maintains GIS systems for Water, and Wastewater operations.
- Prepares partial and final cost estimates for review of the various projects at direction of team or project manager.
- Travel to remote Alaskan communities for support of projects.
- Technical writing and strong communication skills (both oral and written) required.
- Other duties that are pertinent to the company's success also may be assigned.

COMPETENCIES:

- **Design** – Generates creative solutions; translates concepts and information into images; uses feedback to modify designs; applies design principles; demonstrates attention to detail.
- **Problem Solving** – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **Project Management** – Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.
- **Teamwork** – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team

above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

- **Planning/Organizing** – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.
- **Professionalism** – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **Quality** – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- **Diversity** – Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; builds a diverse workforce.
- **Ethics** – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

PHYSICAL REQUIREMENTS OF THE JOB:

The employee must be able to do the following activities for most of the workday: stand, walk, use hands or fingers, handle or feel, reach with hands and arms, stoop, kneel, crouch or crawl, see, talk and hear. The employee may occasionally lift and/or move up to 50 pounds. Data entry and other tasks may require sitting at a computer for several hours. Specific vision abilities required by this job include close vision, distance, color, and peripheral vision, depth perception and the ability to adjust focus.

Minimum Qualifications

Bachelor of Science in Civil or Environmental Engineering

- 0 - 2 years' experience
- EIT is required, and candidate should be on a track to receive their PE
- Strong written and verbal communication skills with ability to assist in/conduct effective client presentations and prepare written reports
- Experience working with ADEC, EPA and private utilities is a plus
- Progressive experience in evaluation, design, permitting and construction administration of infrastructure improvements will be favorably considered
- Physically able to perform work in the field
- Team player possessing strong planning and organizational skills
- Must be proficient in AutoCAD, Microsoft Office Suite and use of standard engineering software
- Working knowledge of BIM, Civil 3D, GIS, hydraulic/hydrologic modeling and other specialty engineering software also beneficial