

CRIST ENGINEERS, INC.

CIVIL ENGINEER II - JOB DESCRIPTION

Crist Engineers, Inc. is a civil and environmental consulting firm located in Little Rock, Arkansas. Our projects include general municipal civil engineering projects with specialties in water supply, transmission, treatment, storage and distribution; wastewater collection, pumping, treatment and disposal; systems controls and telemetry; special studies including master development plans, storm water, spill prevention, water and wastewater system modeling, and permitting.

Civil Engineer II Job Duties:

- Prepares preliminary engineering reports, feasibility studies, master plans, environmental information documents and project performance work plans and reports.
- Conducts meetings with clients to determine scope of project and other needs.
- Prepares engineering design drawings using field surveying data, reports, maps, drawings, and topographical and geologic data.
- Determines and prepares project cost estimates.
- Prepares contract documents including drawings, construction specifications, advertisement for bids, bid forms, bonds, information for bidders, addenda and change orders.
- Prepares NPDES, AHTD, ADEQ, various railroad and other permits.
- Facilitates project bidding process by answering contractor and supplier questions and requests for information.
- Conducts pre-construction meetings, pre-bid meetings, periodic construction meetings, etc.
- Prepares contractor pay requests.
- Confirms contractor adherence to construction specifications by monitoring project progress, inspecting construction site, and reviewing shop drawings.
- Fulfills project requirements by facilitating operator training.
- Ensures design drawings and contract documents comply with federal, state, and local requirements such as Ten States Standards, Arkansas Department of Health Rules and Regulations.
- Manages CAD, surveying, clerical and other support staff directly involved with the project to ensure adherence to standards and delivery of project on schedule and within budget.

Civil Engineer II Knowledge, Skills and Abilities:

- Knowledge of all aspects of water and wastewater infrastructure design, Ten State Standards and Arkansas Health Department Rules and Regulations.
- Knowledge of Excel and Microsoft Word.

Civil Engineer II Qualifications:

- Licensed Professional Engineer in State of Arkansas (or ability to attain within 6 months).
- BSCE and/or MSCE with water and/or wastewater experience preferred.
- Minimum experience required is 5 to 10 years.