

JOB DESCRIPTION

Senior Hydrologist

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

General Summary

Senior Professional shall be a registered engineer in the state of Alabama and have 7+ years relevant experience. This person will be responsible for providing very strong technical design and engineering leadership, communicating effectively, managing individual employees and projects effectively, and assisting with company marketing activities and preparation of project proposals. Core software and systems experience include Microstation, Inroads, Microsoft Word, Excel, Outlook.

Reports to:

Principal or Project Manager

Minimum Job Requirements	Relevant Experience	Management Experience	Ability to Manage		
			Employees	Clients	Projects
B.S. Civil Engineering or related field, M.S. preferred, P.E. preferred, or Extraordinary experience	7+ yrs	0 yrs	2	0	2+

Possession of a valid driver's license.

Professionalism

- Displays integrity and honesty in all dealings
- Displays initiative, self motivation and a good work ethic
- Is a team player and recognizes the value of teamwork
- Always presents a professional and appropriate appearance
- Recognizes the value of preparation and persistence

Skills and Essential Duties	Developing	Adequate	Good	Strong	Very Strong
Computer Software and Systems				★	

- Core software and systems used include Microstation, Inroads, Microsoft Word, Excel, Outlook

Engineering and Design					★
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- Coordinates research and gathering of information, reports, plans, specifications, municipality requirements, archives etc.
- Develops exhibits, drawings, and schematic designs with no supervision
- Prepares engineering designs and resolves conflicts and problems for complex projects and issues
- Prepares final construction document sets in CAD with no supervision
- Coordinates obtaining permits and approvals for projects
- Performs site visits for construction observation

Communication and Relationships			★		
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- Responds in a timely manner to requests from both internal and external customers
- Communicates and responds to clients, contractors, review authorities, etc. on project related issues
- Coordinates project related meetings with clients, contractors, review authorities, etc.
- Represents projects and clients at public hearings
- Develops and maintains relationships with clients, contractors, and review authorities
- Assists with other design teams

Project Management			★		
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- Manages small/medium minimally to moderately complex projects or portions of projects from initiation to closeout to satisfy company objectives for profitability, client satisfaction, and technical excellence under the oversight of a project manager
- Assists managers and engineers by whatever means necessary to complete projects and satisfy company objectives for profitability, client satisfaction, and technical excellence

Leadership and Employee Development		★			
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- Takes initiative to develop individual skills and the skills of others
- Takes the initiative to elevate the appropriate issues to the appropriate supervisor
- Assist with training of new staff
- Assists with employment interview process, and represents company at employment recruiting functions

Business Development	★				
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- Assist with general company marketing activities as requested
- Develop and strengthen relationships with existing and new clients outside of specific project related activities
- Assist with proposals for new work, proper job initiation in financial system, and proposal follow up

Additional Duties and Responsibilities

- Submit time sheet weekly
- Perform other duties as assigned.
- Has received and read the Employee Handbook