

## **Job Posting Template for Engineering Assistant (Nevada)**

**Title:** Engineering Assistant

**Company:** Taney Engineering

**Location:** Las Vegas, NV, USA

**Status:** Full-time, Non Exempt

### **Job Description:**

We are a civil engineering and land survey firm specializing in projects associated with land development and land surveys.

We have an immediate need in our Las Vegas, NV office for an Engineering Assistant with 2-5 years of experience in the design and plan preparation of land development projects of various sizes. A career with us is an excellent opportunity to learn directly from a senior partner on a broad array of challenging and interesting projects while providing daily support and report directly to the senior partner.

This position requires an intermediate knowledge of land development design and use of AutoCAD Civil 3D. The engineering assistant will be involved in design and preparation of civil improvement plans for residential, commercial, industrial and semi-public projects.

This position will also be involved with engineering and administration of projects; assist with obtaining and reviewing information and approvals for processing of drawings; attend client and agency meetings; conduct due diligence research work; assist with the preparation of proposals and ASA's; prepare and update project schedules using MS Project; and the communication of information across all levels of the project team.

### **Education and Experience:**

- BSCE with E.I. and related technical engineering experience in the areas of drafting and design.
- 2 – 5 years of technical engineering experience in the areas of drafting and design for a civil engineering land development & survey firm.
- Current experience in the use of AutoCAD Civil 3D.
- Preference is given to candidates already in possession of an EI and eligible to take the PE.
- Preference is given to candidates with local experience in land development.
- Excellent oral and written communication skills
- Detail oriented
- Goal driven and self-motivated

### **Knowledge, Skills, Abilities:**

- Ability to effectively utilize AutoCAD, AutoCAD Civil 3D, Microsoft word, Excel, Adobe, MS project and other basic computer programs.
- Ability to resolve design problems.
- Knowledge of local plan and design requirements.

- Prepare water and sewer calculations.
- Prepare quantity and cost estimates.
- Translate the ideas, information, and computations relative to plans, maps, aerials, photos and topography as produced by others.
- Coordinate with clients, city, utility companies, contractors, and surveyors pertaining to any design plan issues as necessary.
- Prepare planning layout; ensure quality of work performed; check existing maps for accuracy and compliance; update and modify maps.

**Working Conditions:**

This job operates in a professional engineering office environment and outdoor for site visits.

**Work Hours:**

This is a full-time position. Days and hours of work are Monday through Thursday, 7:00 a.m. to 5:00 p.m. and Fridays 8:00 a.m. to 12:00 p.m. occasionally the employee may need to work overtime as deemed necessary.

**Taney Engineering offers a competitive compensation and benefits package that includes: medical, dental, vision, employee assistance program, 100% employer paid life insurances, 401K matching, PTO, paid holidays and flexible schedules.**

If you feel this could be the next step in your professional engineering career, send your cover letter and resume to [jodym@taneycorp.com](mailto:jodym@taneycorp.com) for consideration. Interviews will begin immediately. Only candidates that meet the job requirements will be considered.

Taney Engineering is an equal opportunity employer.