

POSITION DESCRIPTION

CIVIL ENGINEER ASSISTANT

Full Time - Westlake Village, CA

Position Summary

The Assistant Civil Engineer supports Project Managers and senior engineering staff in the preparation of civil engineering plans, technical analyses, and permitting documents for land development and infrastructure projects. This position plays an important role in the development of grading, drainage, and utility plans while gaining experience toward professional licensure.

The ideal candidate is motivated, detail-oriented, and capable of working in a collaborative, fast-paced consulting environment.

Responsibilities

- Prepare civil engineering plans and construction documents under the direction of Project Managers and senior engineers
- Assist in the design of grading, drainage, utility, and site development improvements
- Develop engineering drawings using AutoCAD Civil 3D including surfaces, profiles, alignments, and pipe networks
- Assist in the preparation of hydrology and hydraulic calculations and stormwater management design
- Prepare exhibits, constraints maps, and technical figures based on field data, survey information, and engineering research
- Assist with preparation of permitting packages for local jurisdictions and regulatory agencies
- Coordinate with survey, planning, and engineering staff during project development
- Support project management activities including document preparation, coordination, and schedule tracking
- Maintain organized project documentation and adhere to company drafting and design standards
- Demonstrate punctuality and regular attendance

Qualifications

- Bachelor's degree in Civil Engineering from an accredited university
- Engineer-in-Training (EIT) certification preferred
- 2-4 years of experience in civil land development design preferred
- Experience preparing plans for grading, drainage, utilities, and site development
- Familiarity with hydrology and hydraulic analysis and stormwater quality design concepts
- Experience with the permitting process for local jurisdictions in Southern California is a plus
- Proficiency with AutoCAD Civil 3D and related civil engineering software
- Ability to perform engineering calculations and develop supporting documentation for design and permitting
- Strong communication, organization, and time management skills
- Self-motivated with the ability to manage multiple tasks and meet project deadlines

Physical Demands and Working Environment

- Primarily indoor professional office environment
- Occasional visits to project or construction sites
- Mobility around an office environment including walking, bending, or kneeling
- Occasional lifting or carrying up to 20 pounds
- Use of required Personal Protective Equipment (PPE) when visiting construction sites

Job Description Disclaimer: Note: While this job description is intended to reflect the general requirements of the position, it is not intended to be an exhaustive list of duties or responsibilities. Management reserves the right to modify or assign additional duties as necessary.