

## POSITION DESCRIPTION

### SENIOR CIVIL ENGINEER ASSISTANT

Full Time - Westlake Village, CA

#### Position Summary

The Senior Civil Engineering Assistant supports Project Managers and senior leadership in the preparation, design, coordination, and technical delivery of civil engineering plans and supporting documents for land development and infrastructure projects. This position performs advanced engineering design work with increased independence and serves as a key technical resource for grading, drainage, utility, site development, and permitting efforts.

The ideal candidate is highly motivated, detail-oriented, and capable of managing multiple assignments in a collaborative, fast-paced consulting environment. This individual is expected to exercise sound engineering judgment, coordinate directly with agencies and consultants, and provide guidance to junior engineering staff while continuing to advance toward professional licensure or applying already developed senior-level technical expertise.

#### Responsibilities

- Prepare and oversee the development of civil engineering plans and construction documents for land development and infrastructure projects.
- Perform advanced design and technical analysis for grading, drainage, utility, stormwater, and site development improvements.
- Develop and review engineering drawings using AutoCAD Civil 3D, including surfaces, profiles, alignments, pipe networks, and related design components.
- Prepare and review hydrology and hydraulic calculations, stormwater management documentation, and technical exhibits in support of project design and permitting.
- Coordinate project design with survey, planning, engineering, and outside consultants to maintain schedule, quality, and consistency across disciplines.
- Assist Project Managers with project planning, technical coordination, scheduling, document control, and client deliverables.
- Prepare and assemble permitting packages for local jurisdictions and regulatory agencies and respond to plan check comments.
- Conduct research regarding agency standards, municipal requirements, utility coordination, and entitlement-related constraints affecting project design.
- Review junior staff work product for accuracy, completeness, and compliance with company standards and project requirements.
- Provide mentorship and technical guidance to junior engineering staff and support their development in design, drafting, and project coordination tasks.
- Participate in client, consultant, and agency meetings and support communication regarding technical design issues and project progress.
- Help manage assigned project tasks within established budgets and timelines.
- Maintain organized project documentation and adhere to company drafting, QA/QC, and design standards.
- Demonstrate punctuality and regular attendance.

#### Qualifications

- Bachelor's degree in Civil Engineering from an accredited university.
- Engineer-in-Training (EIT) certification required or strongly preferred.
- California Professional Engineer (PE) license preferred; candidates with substantial senior-level land development experience and active progress toward licensure may also be considered.
- 5-8 years of progressively responsible experience in civil land development design preferred.
- Strong experience preparing plans for grading, drainage, utilities, street improvements, and site development.
- Strong working knowledge of hydrology and hydraulic analysis, stormwater quality design, and permitting

documentation.

- ◆ Experience with local jurisdictional permitting and agency coordination in Southern California preferred.
- ◆ Advanced proficiency with AutoCAD Civil 3D and related civil engineering software.
- ◆ Ability to perform engineering calculations, review technical work, and develop supporting documentation for design and permitting.
- ◆ Strong communication, organization, and time management skills.
- ◆ Ability to work independently, manage multiple priorities, and meet project deadlines.
- ◆ Ability to support, mentor, and review the work of junior engineering staff.

### **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.