COMPANY

Founded in 2003, EPS Group is a full-service consulting firm offering a broad range of land development, design and infrastructure solutions to both **public** and **private** clients. Dedicated first and foremost to exceeding expectations, the depth of our experience provides clients with a proven, results-driven approach from concept through to construction, regardless of project size or complexity.

As a trusted partner for our clients, EPS Group has had a lasting impact on the local landscape. From major public works to private development projects, our legacy of quality work and ever-expanding clientele is evidence of our commitment to quality and customer satisfaction.

EPS Group's multi-disciplinary approach provides comprehensive solutions that benefit our clients and creates opportunities for our communities to thrive. We offer all services in-house including:

- Transportation
- Land Development
- Survey/Geospatial
- Planning
- Landscape Architecture
- Municipal Engineering
- Water Resources/Drainage
- Construction Management

RESPONSIBILITIES

- Establishes basic design criteria
- Performs necessary engineering calculations for design with a minimum of supervision
- May serve as lead to others in CAD/Design and in preparing the technical portion of project design documents

TYPICAL DUTIES

- Produce civil engineering plans and reports
    - Complete and/or appropriately delegate production tasks with available CAD Operators
    - Assemble submittal packages and client deliverables
- Contribute to team effort
    - Assist with site investigations, research, and due diligence
    - Accomplish project deliverable and production performance goals
- Ensure CAD design team performance
    - Coach, counsel, and mentor CAD team members
    - Plan, monitor, and appraise job results

    - Communicate with team members and management
- Assist in developing project design/production objectives
- Assist in project control
    - Adhere to project parameters
    - Recommend changes in design consistent with project objectives
- Assist Project Engineer in project/client communications
    - Communicate design and production status to Project Engineer
    - Participate in maintenance of web-based document management software typical for program clients, such as Expesite, Buzzsaw, etc.
- Maintain project file
    - Assist with organization of project documents
- Maintain product quality and EPS reputation
    - Adhere to and help continuously improve EPS CAD, design, and deliverable standards and QA/QC procedures
- Maintain professional and technical knowledge
    - Recommend and participate in technical training

LIMITS OF AUTHORITY / RELATIONSHIP TO OTHERS

- Has limited authority in the assignment of work to CAD team members, and the scheduling of project tasks
- Reports to Project Engineer and Project Manager
- Works closely with CAD Technicians, other Designers, and Project Engineers to assist with project production and deliverable

EXPERIENCE/ SKILLS / EDUCATION REQUIREMENTS

- Typically possesses Associates degree or advanced technical training and/or equivalent and 5+ years' experience in Land Development design
- Strong knowledge and experience working in AutoCAD/Civil 3D, and Supporting software
- Understanding of local practice and design requirements
    - Conceptual/Site Plans
    - Grading/Drainage
    - Earthwork Evaluation
    - Infrastructure: Utilities, Paving, Roadway, etc.
- Commercial and Residential project experience
    - Conceptual, Preliminary, and Construction Plan Preparation

PERSONALITY & CULTURAL FIT

- Self-motivated, enthusiastic, team-player
- Desire to work in a cooperative vs. competitive environment
- Ability and willingness to help and teach others
- Exhibit persistence and follow-through on commitments and deadlines
- Flexibility and versatility
    - Willingness to work overtime hours when necessary

    - Respond well to frequently changing demands or priorities
- Ability to find and overcome challenges and obstacles
- Capable of working independently as well as with others
    - Able to work with minimal direction from others
    - Able to recognize priorities and act on them effectively
    - Ability to work in a team environment
- Display the desire to improve processes in job, group, and overall company
- Integrity
    - Demonstrate professionalism and trustworthiness
    - Display ethical behavior and honesty throughout personal and professional life
- Focus on achievement
    - Demonstrate a strong drive for results
    - Possess high standards for self and others

Please **include your resume** with your application.

EPS Group is an equal opportunity employer and offers a competitive salary and bonus program, a wide range of benefits including 401(k) with employer match, advancement potential, and the opportunity to become an integral part of a highly respected firm.

[Salary Range: $23.00-$30.00/hr DOE]