Entry Level Civil Engineer

Phoenix Civil Engineering, Inc. (PCE) is hiring for a full-time civil engineer (EIT or PE) with a degree in civil engineering within our Santa Paula, CA office. The role will work collaboratively in a small team environment providing engineering design and construction management for public works infrastructure projects.

PCE is a small firm providing engineering design and construction and program management for public works infrastructure projects. PCE works with local Cities, Counties and Districts on potable water, wastewater, storm drain, pavement, trails and site (grading and drainage) improvement projects. We are looking for someone with the technical ability to work in a professional engineering role to assist in preparing plans, specifications, and estimates for civil facilities (grading, streets, drainage improvements, water & sewer facilities, other infrastructure site improvements, etc.), provide field inspections, and assist in project management. The applicant will have the ability to obtain applicable experience for a Professional Engineering License (if not already in possession) as you work under the supervision and mentorship of experienced professionals.

Position is in a typical office environment working with computers and remaining sedentary for long periods of time. Field work may include exposure to the elements including inclement weather.

Phoenix Civil offers a competitive benefit and compensation package including medical, dental, vision, long/short-term disability and 401(k) plans. This is an at-will position.

Key Responsibilities:

- Assist in the production of design plans for public agency projects, including sewer, water, storm drain, reclaimed water, roads, streets, trails, schools, utilities, site, and civil facilities.
- Assist in the design and calculations of site development projects and offsite improvements.
- Assist project manager with review of design plans, specifications and cost estimating.
- Assist the project design team with construction support, management and general project coordination.
- Assist in review and incorporating information from supervisor, research data and consultants for various projects including land development grading, utility, drainage, paving plans, etc.
• Research materials and assemblies for design and construction drawings as directed by supervisor
• Perform utility research.
• Perform technical tasks on projects under the supervision of the Project Manager or Project Engineer.
• Coordination and communication with other engineers/consultants, agency staff, manufacturers, client representatives, other team members, and/or members of the community.
• Assist with the preparation of drainage reports, SWPPP documents, and erosion control plans.
• Assist with the preparation of Engineers Opinion of Probable Cost.
• Assist with the preparation of Technical Specifications and Special Provision documents for bidding and construction.
• Perform field observation and assist project engineer at construction sites.
• Follow safe work practices and adhere to Company guidelines and policies for planning and executing work in a safe manner.
• Perform other duties as assigned.
• This description is not a comprehensive listing of activities, duties or responsibilities that may be required of the employee and other duties, responsibilities and activities may be assigned or may be changed at any time with or without notice.

Experience/Qualifications:

• Proficiency with Microsoft Office software including Word, Excel, Outlook, and PowerPoint and additional PDF software.
• Strong organizational skills.
• Works well in a small team environment.
• Thorough attention to detail.
• Exposure to AutoCAD, Civil 3D.
• Excellent written and verbal communication skills.
• Proficiency and flexibility to work in both a team atmosphere and independent environment.
• Must have a valid driver's license.
• Bachelor of Science in Civil Engineering.
• Bilingual (Spanish) is a plus, but not required.

Please send resume to Roslynn Turner (rturner@phoenixcivil.com).