Civil Engineering Staff Professional

Location: Las Vegas, Nevada

Department: Engineering & Geology

Office: Las Vegas, Nevada, United States

Employment: Full-time

Pay Range: $75,005.40 - $85,000

Incorporated in 1997, GeoTek is a full-service consulting engineering firm specializing in geotechnical engineering, construction materials testing, special inspections, and environmental consulting. We are founded on the principle of providing strong business partnerships with our clients by demonstrating a committed passion for those who demand technical advice and responsive customer service that adds value to their projects.

Our mission is to build and maintain strong business partnerships by demonstrating a committed passion for the principles of high-quality customer service and professional consultation that results in optimum value to our clients. We provide our employees with just compensation and a challenging, stable work environment that embodies ongoing opportunities for them to further their individual goals. We also aim to furnish a good return for our shareholders by consistently achieving our financial objectives.

GeoTek offers a variety of jobs to build on your professional career, with multiple offices located in Nevada, California, Idaho, and New Mexico. Our branch offices serve more than just the state they are located in, providing services across a wide region.

GeoTek is currently looking for engineering graduates to join our team as Civil Engineering a Staff Professionals in our Las Vegas, NV office.

SUMMARY: The Staff Professional will assist senior engineers with various tasks including the technical, operational, managerial, and administrative activities associated with their projects. GeoTek has a well-established mentor program to help Staff Professionals gain exposure and experience with every aspect of our business.

SUPERVISION EXERCISED/RECEIVED:

Immediate Supervisor: Engineering Supervisor

Direct Supervisory Responsibility: None

ESSENTIAL JOB FUNCTIONS AND DUTIES:

- Writes or assists in the completion of complex reports for different departments including geotechnical, CMT, and/or environmental.
- Performs laboratory/field testing on a variety of construction materials including soils, concrete, etc. in compliance with the quality system requirements.
- Assists with the execution of proposals, technical calculations, submittals, of projects to ensure quality of the work being performed.
- Aids with company marketing and client interaction such as communicating any changes to

work scopes and obtaining the necessary paperwork to maintain positive relationships with clients.

- Reporting, entering, and updating data and other information to aid in project completion.

- Effectively manages timelines, budgets, reports, contracts, and other project specific items to ensure completion in a timely manner.

- Other duties may be assigned as needed.

EDUCATION/EXPERIENCE:

- Bachelor of Science or higher in civil, geotechnical, or environmental engineering or equivalent required.

QUALIFICATIONS (KNOWLEDGE/SKILLS/ABILITIES):

- Must have a van, truck, SUV, or similar vehicle and be willing to use it for work (we offer a monthly vehicle reimbursement for use)

- Knowledge and ability to operate a computer with intermediate knowledge of Microsoft Word, Excel, Outlook, Nitro, and other applications.

- Ability to effectively communicate verbally and in writing and follow directions.

- Ability to work on independently and manage multiple tasks in an organized manner.

- Ability to work with and maintain confidential information.

CERTIFICATIONS/LICENSE

- Civil Engineer in Training (EIT) preferred.

Pay Range

$75,005.40—$85,000 USD

GeoTek is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by law.

View this posting

https://www.geotekusa.com/careers/5495501008

GeoTek is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, color, religion, creed, sex, pregnancy, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability, medical condition, genetic information, marital status, citizenship status, military or protected veteran status, or any other characteristic protected by federal, state, or local law.