



**Hernandez, Kroone & Associates**  
Engineers & Land Surveyors

## JOB POSITION DESCRIPTION

**POSITION TITLE:** Civil Engineer (Associate / Senior)

**REPORTS TO:** President / Anne Hernandez

**LOCATION:** 234 East Drake Drive, San Bernardino, CA 92408

**PAY STATUS:** Hourly, At-Will Employment

**EMPLOYMENT STATUS:** Full-Time

### ABOUT HKA:

Hernandez, Kroone & Associates, an established firm since 1987 (33 years), provides a full range of civil and traffic engineering, surveying, landscape architecture, and construction management services for both transportation authority's such as Caltrans, California High Speed Rail Authority, SBCTA (SANBAG), MTA, RCTC, etc. In addition, Hernandez, Kroone & Associates provides design services and construction management for land development projects for a variety of clients.

Hernandez, Kroone & Associates philosophy is to develop strong and long-term client relationships through meeting or exceeding our client's expectations in service and superior quality of the intellectual product.

### GENERAL RESPONSIBILITIES:

To perform a variety of professional civil engineering duties and to ensure work quality and adherence to professional codes and standards.

### SIGNIFICANT DUTIES:

- Collect and organize information from various sources (includes travel).
- Conduct various engineering studies, investigations, and analyses independently.
- Prepare plans, cost estimates, and specifications for street improvements, water improvements, grading, plans, traffic control, traffic signing and striping independently.
- Coordinate with clients, public agencies, and contractors by phone, memos, letters, and meetings.
- Maintain thorough record of conversations and agreements.
- Perform as a party chief or instrument man on a survey crew.
- Follow company's policy and procedures on all issues, specifically on document controls.
- Maintain project confidentially.
- Other duties or projects, as required or assigned.

### REQUIREMENTS:

- Graduation from a four-year accredited college (ABET) in civil engineering or equivalent program.
- PE California Civil License (Strongly Desired); EIT Certificates will be considered.
- Possess the software skills at an advance level or higher for Microstation InRoads/PowerCivil or Autodesk AutoCAD Civil 3D, Microsoft Word, Microsoft Excel, etc.
- Valid driver's license in the State of California

### KNOWLEDGE:

- Construction methods, materials, specifications, and codes.

234 East Drake Drive ▲ San Bernardino, California 92408  
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- Terminology, methods, practices, and techniques used in civil engineering reports.
- Engineering mathematics, economics, trigonometry, and statistical analysis.
- Methods and techniques of preparing civil engineering drawings, specifications, and construction plans.
- Professional civil engineering principles, codes, and standards.
- Pertinent Federal, State, and local standards, codes, laws, and regulations.
- Computer programs and their engineering applications.

#### ABILITIES:

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- Ask questions when necessary.
- Organize the work of others.
- Apply principles and practices of civil engineering in assigned projects.
- Apply engineering principles and computer programs to the solution of engineering problems.
- Perform accurate engineering calculations.
- Prepare and interpret drawings, graphs, plans, and specifications.
- Conduct various engineering studies; analyze results to recommend engineering solutions.
- Prepare a variety of technical and administrative reports and documents.
- Exercise sound judgment within procedural guidelines.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

#### WORKING CONDITIONS:

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##### Environmental Conditions

Indoor environment; some field visits; travel from site to site; work closely with others and alone; exposure to computer screens; irregular work hours; may be exposed to inclement weather, dust, dirt, noise, and other conditions.

##### Physical Conditions

Essential functions may require maintaining physical condition necessary for sitting, walking, and standing for extended periods of time; some light to moderate lifting and carrying. While performing work on a survey crew, physical conditions will be altered and require digging and holding/using power tools and surveying equipment. Additionally, rugged terrain and steep hills may be encountered.

#### BENEFITS:

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Hernandez, Kroone & Associates offers medical, dental, sick leave, vacation, holidays, educational, and 401k benefits and is an equal opportunity employer.

#### CONTACT:

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