



Hernandez, Kroone & Associates
Engineers & Land Surveyors

JOB POSITION DESCRIPTION

POSITION TITLE: Associate Civil Engineer I/II/III/IV

REPORTS TO: President / Anne Hernandez

LOCATION: 234 East Drake Drive, San Bernardino, CA 92408 (On-Site)

PAY STATUS: Hourly, At-Will Employment

Associate Civil Engineer I:	\$32.06 - \$38.23 (Est. Annual Compensation: \$66,680.64 - \$79,522.56)
Associate Civil Engineer II:	\$34.38 - \$42.09 (Est. Annual Compensation: \$71,518.72 - \$87,538.88)
Associate Civil Engineer III:	\$36.71 - \$45.94 (Est. Annual Compensation: \$76,356.80 - \$95,555.20)
Associate Civil Engineer IV:	\$42.46 - \$53.13 (Est. Annual Compensation: \$88,320.96 - \$110,504.16)

Equivalent ASCE Grade Level: 2-3

EMPLOYMENT STATUS: Full-Time

ABOUT HKA:

Hernandez, Kroone & Associates Inc., an established firm since 1987 (36+ 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 projects are unique and provide applicants with the ability to use their full range of engineering knowledge in an environment that promotes growth, training, support and development. More importantly many of HKA's engineers and land surveyors also have opportunity to obtain dual licensure as a Professional Civil Engineer and Professional Land Surveyor.

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:

Working as a team, performing 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.
- Prepare plans, cost estimates, and specifications for street improvements, land development, sewer and water improvements, grading, plans, traffic control, traffic signing / striping, and hydrology / storm drains.
- Coordinate with clients, public agencies, and contractors by phone, memos, letters, and meetings.
- Maintain project files and records thorough record of conversations and agreements.
- Occasionally assist as a chain person on a survey crew or construction inspector in training.
- 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.

234 East Drake Drive ▲ San Bernardino, California 92408
Phone: (909) 884-3222 ▲ Fax: (909) 383-1577 ▲ www.hkagroup.com

- EIT Certificate (Required);
 - *For those without an EIT certificate, see Civil Analyst I/II/III classifications.*
 - *For those with registration as a Professional Civil Engineer, see Project Civil Engineer/Senior Civil Engineer.*
- Possess the software skills at an intermediate 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
- Must be willing to take Engineering Knowledge and/or CADD aptitude test.

GENERAL KNOWLEDGE:

- Design procedures: AASHTO or Caltrans
- Construction methods, materials, specifications, and codes.
- 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:

- Ask questions when necessary.
- Self-start and self-teach complex engineering principals and programs.
- 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:

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:

Hernandez, Kroone & Associates, Inc. offers medical, dental, sick leave, vacation, holidays, personal holidays, educational expense reimbursement, and 401k benefits. HKA is an equal opportunity employer. Please inquire for additional information.

CONTACT:

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