



# JOB DESCRIPTION: FIELD ENGINEER

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## 1. JOB IDENTIFICATION:

POSITION TITLE:	Field Engineer
STATUS:	Exempt
LOCATION:	QSA Administration Building
DEPARTMENT:	QSA
REPORTS TO:	Construction – Remediation Manager
WORK SCHEDULE:	Full Time
SAFETY SENSITIVE:	Yes*

## 2. POSITION SUMMARY:

Provide engineering and remediation services for a broad array of projects and agencies. This may include performing and/or leading field investigations, engineering analysis, calculations, and recommendations, design and development of plans and specifications, observation and inspection, and the writing, preparation, and review of related reports for the services provided. Review drawings and construction to assure compliance with plans and specifications. Prepare proposals and cost estimates, track and evaluate project progress, budgets, and recommend changes. Research and resolve design and construction problems. Assign, review, and evaluate laboratory or field data for inclusion in reports. Apply sound engineering principles and be able to communicate complex engineering issues and concepts to technical and non-technical patrons and project teams.

## 3. ESSENTIAL JOB FUNCTIONS:

- Follow safety rules, guidelines, and standards for all projects. Participate in pre-task planning. Report any safety issues or concerns to management
- Maintain quality standards on all projects.
- Developing engineering professional; assignments are designed to develop knowledge and abilities.
- Assist in research, data collection, field observation, inspection, and field and laboratory testing. Prepare associated reports or sections of larger reports.
- Evaluate mostly routine laboratory and field data for inclusion in reports.
- Consult with other technical people and supervisor on routine and less complex projects.
- May perform basic calculations and engineering analysis.
- Drafts routine proposals and assists in the preparation of more complex proposals.
- Performs plan drafting using CAD software.

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- May work with engineering technician crews in testing, observations and data gathering activities on project sites and prepare daily reports documenting activities and findings.
- Works under the supervision of a Professional Engineer.
- Other duties, as assigned.

**4. NON-ESSENTIAL JOB FUNCTIONS:**

May be asked to attend specific training courses and certain engineering/remediation/construction related conferences, pertinent to job functions.

**5. JOB SPECIFICATIONS:**

**KNOWLEDGE, SKILLS AND ABILITIES :**

- Ability to work in a team environment across a diverse organization is required.
- Must have excellent written and verbal communication skills.
- Must be self-motivated with the ability to work effectively with little or no direct supervision in a fast-paced work environment.
- Experience with AutoCAD/Microstation/ArcGIS software and *Microsoft Excel* spreadsheets is preferred.

**EXPERIENCE / EDUCATION :**

- At least two years of experience in the environmental field is highly desired.
- Experience working with Tribes, environmental grants, and regulatory agencies is preferred.
- Bachelor's degree in Engineering or Construction Management, required.
- Engineer-in-Training (EIT) or Engineering Intern (EI) designation, preferred.
- 40-hour HAZWOPER certificate preferred but will be able to receive training and certification on the job.

**PHYSICAL ABILITIES:**

- Must be able to sit or stand for prolonged periods of time, as well as reach above the shoulders; must be able to push, pull, and lift up to and including 50 pounds, squat, kneel and bend without experiencing physical discomfort or pain.
- Excellent eyesight – with or without vision correction – is mandatory.
- Walk job sites during inspections, sometimes on uneven terrain.

**6. WORKING CONDITIONS:**

Work is performed in both indoor and outdoor environment with exposure to inclement weather conditions involving heat, dampness, and cold.

**7. DISCLAIMERS:**

This job description encompasses and describes most but not all tasks and responsibilities of the job. The management reserves the right to change the nature of the job and the job description with or without prior warning, as well as to give special consideration to circumstances related to the essential job functions on a case-by-case

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basis. The incumbent may be required by the management to perform other duties as assigned.

This job description does not constitute a contract for employment and may be changed at the discretion of the employer. **PLEASE NOTE:** *Hiring preference in the following order will be provided to qualified members of the Quapaw Nation followed by spouse and caregivers of Quapaw Nation members and then other federally recognized tribes.* The Quapaw Nation requires a designated candidate to successfully complete a pre-employment drug screen, criminal background check, and confirmation of professional references.

\*The Quapaw Nation will not observe a medical marijuana card for any position deemed safety sensitive in accordance with the Oklahoma Medical Marijuana and Patient Protection Act (Unity Bill).

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