**Grand Traverse Engineering & Construction (GTEC)** is a professional and construction services firm which provides the following core services:

**Professional:**

* Site Civil, Water Resources & Environmental Engineering
* Surveying / GIS
* Transportation Planning

**Construction:**

* General Contracting
* Project Development
* Project Estimating
* Demolition Projects
* Renovations
* Design-Build Services
* Water and Sewer Distribution System Installations
* Parking Lot, Road, and Highway Construction
* Residential, Commercial, and Industrial Construction

We are currently recruiting for an Engineer/Surveyor-in-Training position at our Traverse City, Michigan office. This role would include the following duties working closely with our Project Engineer or Surveyor on staff for technical review and guidance. Position will report to the Senior VP of Operations.

**What You Will Do:**

* Perform basic calculations, as well as, develop grading, drainage, sewer, and water plans along with specifications.
* Assist in the evaluation of fundamental engineering guidelines, code compliance requirements and industry standards
* Participate in the examination of field conditions as required to supports development and completion of projects
* Assist in documentation processes
* Prepare materials for presentations or client meetings
* Assist in the requests for information and drafting correspondence
* Represent the company in a professional manner in all dealings with owners, architects, vendors, other design professionals and contractors
* Update job knowledge and technical expertise by participating in educational opportunities, reading professional publications and participating in technical organizations
* Perform other duties as assigned

**What You Will Need:**

* Completion of a Bachelor's degree from an accredited engineering program on or before Spring 2020 preferred
* Possess strong verbal, written, analytical, persuasive and interpersonal skills
* Ability to handle multiple assignments simultaneously and work effectively as part of a project team
* Knowledge of MS Office (Word, Excel, PowerPoint and Outlook)
* Introductory working knowledge of ArcPro, HECRAS, MicroStation and AutoCAD
* Vehicle for transportation, travel will be required

**GTEC offers a complete and competitive benefit package which currently includes a generous PTO policy,**

**cost shared medical, dental, vision, matching 401(k) and life and disability insurance.** **GTEC is an Equal Opportunity Employer.**

**\*This position is not eligible for relocation expenses\***