
JOB DESIGN

***Position
Summary:***

This is an entry level position that supports the Geopier Design Center. Responsibilities include supporting GFC Region Engineers by assisting in feasibility evaluation of projects, preparing soil profiles, producing contour maps of subsurface conditions, estimating quantities, preparing final Geopier design submittals and shop drawings, under supervision of the Design Center manager. Interaction with project teams as necessary to obtain project information and assist with project problem-solving.

Responsibilities:

- Support the Geopier Design Center with supervision from the Design Center manager. The general task items may consist of the following items:
 - Prepare soil profiles and produce contour maps of subsurface conditions
 - Review project requirements and coordinate with GFC Area Managers and Region Engineers to assist in feasibility evaluation of projects, provide timely and accurate preliminary estimating (takeoffs).
 - Review revised plans, specifications and addenda for purposes of providing final quantity takeoffs and updating our bid estimates.
 - Communicate with internal and external members of project teams (Area Managers, Region Engineers, structural engineers, geotechnical engineers) to obtain pertinent project information.
 - Assist in the preparation of final Geopier design submittals and shop drawings using AutoCAD, Excel, and Word software
 - Work with internal project team to problem-solve, when needed.
- Gain increased levels of responsibility as increased exposure to and understanding of Geopier design principles allows.

Education/Qualifications:

- Minimum Bachelor's Degree in Civil/Geotechnical Engineering, Engineering Technology, or similar
- Prior experience in geotechnical/structural engineering field a plus
- Experience with reading and interpreting geotechnical data, project documents and structural drawings a plus
- Strong knowledge and experience using computer systems and software, including AutoCAD, Microsoft applications
- Able to work in the U.S.

Success Characteristics:

- Strong interpersonal skills, ability to develop rapport with internal and external clients.
- Competitive by nature combined with demonstrated ability to achieve results.
- Strong prioritization, coordination and matrix management skills. Self-directed and self-motivated with the ability to work effectively and efficiently in fast-paced environment while maintaining a strong attention to detail.
- Good administrative and time management skills with the ability to prioritize and focus on completing tasks.
- Must have initiative and able to work effectively with minimal direction and guidelines.
- Able to communicate effectively both orally and in writing.

This position is located in Davidson, North Carolina. Geopier Foundation Corporation is an Equal Opportunity Employer and a Drug-Free Workplace offering competitive compensation and an excellent benefits package that includes a 401(k) Plan.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.