


JOB TITLE	CONSTRUCTION DESIGN ENGINEER	
REPORTS TO	VICE PRESIDENT OF CONTRACTS	
MANAGER	VICE PRESIDENT OF CONTRACTS	
LOCATION	HINCKLEY, OHIO	

JOB PURPOSE

The Construction Design Engineer (CDE) is the design lead for all company-produced designs and design submittals that require a professional engineer seal. The CDE is primarily responsible for producing all working drawings and engineering plans that may include, but are not limited to, hoisting/lifting plans to include lifting and spreader beam designs, formwork/forming hardware, posted formwork to include slab bridges, temporary support of structures or earth, and demolition plan review/creation. The CDE is also responsible for overseeing the creation of pumping and dewatering plans, and temporary structures, and developing trench box specifications/designs for excavations when a PE seal is required.

DUTIES AND RESPONSIBILITIES

- Promotes safety, quality, efficiency, and core values
- Assists the estimating department as needed during the bidding process to develop conceptual designs that meet or exceed relevant design criteria
- Assists the safety department as may be needed for engineering-specific items
- Works with warehouse personnel to have an accurate inventory of all sheeting, shoring, lumber, forms, hardware, and support members
- Maintains inventory and design records for all lifting beams and other lifting devices
- Issues purchase orders for engineering-related materials such as forms, accessories, hardware, and lumber
- Conducts regular site visits to ensure conformance with provided designs
- Collaborates with general carpenters and superintendents to produce designs that are functional, easy to implement, and agreed upon by field personnel
- Archives photos of design implementation on the I-Drive under the applicable project folder
- Attends internal planning meetings with the project team as needed to maintain an understanding of upcoming engineering items
- Maintains and updates the corporate engineering workflow schedule as needed
- Maintains relationships with outside design firms that will serve to assist in peak shaving when internal engineering cannot meet project schedules
- Maintains relevant professional licensure in various states as required by management
- Review engineering-specific vendor payments to ensure accuracy and completeness
- Resolves work scope and quality issues to the satisfaction of the project team
- Resolves contractual issues with subcontractors and vendors for engineering-specific items
- Works with accounts payable to ensure accurate coding of invoices and conformance to purchase order terms and conditions
- Participates in various task force groups as requested by management
- Actively participates in outside professional organizations such as AIC, ASCE, and OCA
- Maintains engineering files in a neat and organized manner consistent with current policy
- Participates in winter training by preparing technical lectures and/or attending select classes as required by management
- Maintains professional licensure as required by management including PE, CPESC, and LEED
- Provides direction and guidance to PEs as needed to fully develop their potential
- This job description is not designed to contain a comprehensive listing of all activities, duties, or responsibilities required of the employee. Activities, duties, and responsibilities may change or include additional items at any time and without prior notice, verbally or in writing.

MINIMUM QUALIFICATIONS

- Education
 - Bachelor's Degree in Civil Engineering, Construction Management, or related field
- Professional Certification
 - Registered Professional Engineer License in the state of Ohio required
- Experience
 - Previous experience as a Project Engineer
 - Minimum of three years of experience in heavy civil construction or related fields
- Requirements/Competencies
 - Ability to manage complex design issues and plans
 - Ability to work independently and on a team
 - Leadership and management skills, including the ability to make decisions with integrity
 - Must possess critical reasoning skills
 - Proficient written and verbal communication skills, attention to detail
 - Proficient in Microsoft Office products, Bluebeam, and Viewpoint software
 - Proactive, self-motivating, problem solver
- Valid Driver's License Required

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position, and the work week for employees is normally considered 40 hours Monday through Friday. Flexibility is required to support time-sensitive issues as they arise. However, greater emphasis is placed on meeting the responsibilities assigned to this position.

WORK ENVIRONMENT

The work is performed in a non-smoking office environment. The noise level in the work environment is typical of most office environments. The majority of the work schedule will be performed in the office with minimal travel required.

PHYSICAL REQUIREMENTS

An employee must meet the physical requirements, with or without reasonable accommodation, to successfully perform the essential functions of this job.

Employees must have the ability to:

- Sit (or stand) for prolonged periods of time
- Occasionally lift up to 25 pounds
- Occasionally bend, twist, squat, and kneel
- Occasionally walk up and down the stairs
- Demonstrate visual acuity with or without corrected vision
- Demonstrate hearing acuity with or without corrected hearing

DIRECT REPORTS

- None

APPROVED BY:	Al Leonard, Vice President of Contracts	APPROVAL DATE:	9/10/2025
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The Great Lakes Construction Co. is an Equal Opportunity Employer. All applicants will be considered for employment/promotion without regard to age, race, color, creed, religion, sex, marital status, parental status, pregnancy, sexual orientation, gender identity, or gender expression, national origin, disability, political affiliation, military service, GINA (genetic information), or any other protected category or non-merit-based factor, and to treat all employees equally with respect to compensation and opportunities for advancement, including upgrading, promotion, and transfer. Great Lakes will follow its EEO policy in implementing all employment actions, practices, and policies.

"The Great Lakes Way ... Safe. Capable. Efficient."