

## Assistant Engineer

**San Francisco Bay Area applicants are strongly preferred for the following position.**

An Oakland, CA-based professional consulting firm seeks an electrical engineer or an equivalent engineer with relevant experience to support the delivery of transit projects on a full-time basis. The pay is competitive.

The ideal candidate will perform the following tasks:

- Provide design/construction review and oversight of consultants, contractors, and suppliers.
- Produce reports and specifications.
- Review and resolve technical issues.
- Work closely with senior management in design, construction, scheduling, procurement, document control, and other essential functions.
- Function as the daily point of contact to staff, consultants, vendors, and external parties at the project level.
- Ensure that all project-related documentation is appropriately filed, updated, and accessible to project teams.
- Actively manage the project during the design and installation process and coordinate multidisciplinary interfaces and reviews.
- Support other departments as requested with concept design and addressing design and maintenance issues as well as construction and constructability.

Qualifications, skills and characteristics:

- BS in Electrical Engineering or equivalent Engineering Degree
- Minimum of 1-2 years of experience in design/construction
- Strong decision-making skills
- Strong oral and written communication skills
- Strong interpersonal and leadership skills
- Ability to simultaneously coordinate and prioritize multiple long- and short-term tasks
- Strong organizational, analytical, and problem-solving abilities
- Proficient in Microsoft Office, including Excel, Word, PowerPoint, MS Project, SharePoint and database management applications such as MS Access
- Knowledge of AutoCAD, InRoads, MicroStation, BIM, and DOORS is an asset
- Programming skills are highly desired

**You must use the APPLY link below to apply for this position. The link will direct you to the Careers Portal on our website. Please submit your cover letter describing why you are the ideal candidate for the position and your resume. Please submit your documents in Microsoft Word format.**

[\*\*APPLY\*\*](#)