



NA Engineering Associates Inc.
Advanced Technologist
Level C

Job Title: Advanced Technologist
Position Type: Full Time
Reports to: Partner & Managing Partner
Prepared Date: October 12, 2012
Approved Date: December 1, 2012

Summary: Technologist is required to perform the job and task assigned. Be an effective team member with excellent organizational and time management skills be self-motivated, hardworking and flexible, as well as dependable; and able to work independently and under pressure, to meet deadlines. A technologist is also required to submit on time timesheets and journals, update them daily and consistently.

Essential Duties and Responsibilities: Other duties may be assigned.

- Produce presentation and working drawings with limited supervision.
- Undertakes review of applicable codes and standards.
- Assists with the preparation of project specifications.
- Drafting and detailing of projects.
- Produces 3D computer renderings.
- Assists in the production of condition surveys and written reports.
- Assists in preparation of fee proposals.
- Performs field reviews & prepares written reports.
- Performs field measuring activities, including surveying.
- Prepares technical reports.
- Provides oversight of work by Junior Technologists.
- Assists in training of Junior Technologists.
- Assist in project administration.
- Being an effective team member with excellent organization and time management skills, self-motivated, hardworking and flexible. Being dependable; able to work independently and under pressure, to meet deadlines.
- Complete and Submit timesheets, journals and expense reports daily and on time.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Years of Experience: 3-5 years

Responsibilities: Makes independent studies, analysis, interpretations and conclusions. Difficult, complex or unusual matters or decisions are usually referred to more senior authority.

Supervision: Work is not generally supervised in detail and amount of supervision varies depending upon the assignment. Usually technical guidance is available to review work programs and advise on unusual features of assignments.

Education: College Degree in area of discipline with 3 years minimum of working experience from the graduation level.

Computer Skills: To perform this job successfully, an individual should have knowledge of AutoCAD, Civil 3D , Autodesk MEP, Revit, Design Software, Microsoft Office and Excel Spreadsheet, Microsoft Outlook and word processing software.

Other Qualifications: Own a car and have insurance for \$ 2,000,000.00

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical: Synthesizes complex or diverse information; Collects and researches data; uses intuition and experience to complement data; Design work flows and procedures are followed.

Design: Generates creative solutions; translates concepts and information into images; uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.

Problem Solving: Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternate solutions. Works well in a group problem solving situations; uses reason even when dealing with emotional topics.

Technical Skills: Assess own strengths and weaknesses; Pursues training and development opportunities; strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service: manages difficult or emotional client situations; Responds promptly to customer needs; Solicits client feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills: Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; remains open to others ideas and tries new things.

Oral and Written Communication: Speaks clearly and persuasively in position or negative situations; Listens and gets clarification; responds well to questions; Demonstrates group presentation skills; participates in meetings. Writes clearly and informatively; edits work for spelling and grammar; Varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Teamwork: Balances team and individual responsibilities; Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; able to build morale and group commitments to goals and objectives; Supports everyone's effort to succeed.

Cost Consciousness: works within approved budget; develops and implements cost saving measures; Contributes to profits and revenue.

Diversity: Promotes a harassment-free environment; Builds a diverse workforce.

Ethics: Treats people with respect; Keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Strategic Thinking: Develops strategies to achieve organizational goals; Understands organization's strengths and weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgement: Displays willingness to make decisions; exhibits sound and accurate judgement; supports and explains reasoning for decisions; Includes appropriate people in decision-making process; makes timely decisions.

Motivation: Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standards of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing: Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plan.

Professionalism: Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; Follows through on commitment.

Safety and Security: Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability: Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays or unexpected events.

Attendance/Punctuality: Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability: Follows instructions, responds to management direction; Takes responsibility for own actions; Keep commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notified appropriate person with an alternate plan.

Initiative: Volunteers readily; Undertakes self-development activities; seek increased responsibilities; takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation: Displays original thinking and creativity; Meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Language Skills: Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.