



INBERG-MILLER ENGINEERS

Quality Solutions Through Teamwork

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DATE OF OPENING: December 1, 2021
EMPLOYMENT OPPORTUNITY: **OFFICE MANAGER/ENGINEER/SURVEYOR**

Inberg-Miller Engineers (IME) is looking for a self-motivated individual to be office manager for our Douglas Office. Duties include project management of engineering and surveying projects, technical and proposal preparation, client contact, marketing and development, and personnel management.

- **Experience:** 2 plus years of experience in engineering, surveying or related field.
- **Education:** B.S. in Civil Engineering, M.S in Geotechnical Engineering or Surveying. Position requires professional registration or the ability to obtain professional registration.
- **Compensation:** Competitive salary with compensation dependent upon relevant education, registrations, certifications, training, and experience.

A more complete Position Description is attached hereto and made a part of this Announcement. To complete our application process, applicants must submit an Application for Employment, and a current resume. This information may be submitted on-line at www.inberg-miller.com, or through the mail addressed to Wendi Steeds, Inberg-Miller Engineers, 124 East Main Street, Riverton, Wyoming 82501. If you have any questions regarding our application process, please contact Wendi Steeds at 307-856-8136.

Inberg-Miller Engineers is an Equal Opportunity Employer and does not discriminate in its hiring practices. Each person, without regard to race, religion, color, national origin, sex, age, disability, or veteran's status, will receive equal consideration.



POSITION DESCRIPTION

DATE OF OPENING: December 1, 2021
POSITION TITLE: Office Manager/Engineer/Surveyor
REPORTS TO: Owners and Officers

POSITION FUNCTION:

- Inberg-Miller Engineers (IME) is looking for a self-motivated individual to be office manager for our Douglas Office. Duties include project management of engineering and surveying projects, technical and proposal preparation, client contact, marketing and development, and personnel management.
- Candidate will manage and review the day-to-day operations, and quality control/quality assurance. Assist in professional staff development including evaluating performance, identifying, and addressing training needs, addressing performance issues.

TYPICAL DUTIES, RESPONSIBILITIES, AND SKILLS ESSENTIAL TO THE POSITION:

- Under general supervision of the owners and officers of Inberg-Miller Engineers, be able to effectively promote IME's services, expand clientele, and manage engineering and surveying functions. Work demands discretion and independent judgment. Work includes, but is not limited to, the following:
- Assist the owners and officers of Inberg-Miller Engineers in directing, managing, and supervising the daily local tasks and immediate affairs of the services provided out of Inberg-Miller Engineers' Douglas, Wyoming office. In doing so, provide supervision, management, training, and assistance in the selection of appropriate employees in performing the above-listed duties and responsibilities.
- Must be able to follow instruction, work independently, or as part of a project team.
- Complete assigned tasks in a timely, logical manner and exercise discretion and good judgment in accomplishing assigned tasks and goals.
- Must have strong organizational, communication, interpersonal, and intellectual skills
- Ability to organize, prioritize, and follow multiple projects and tasks to completion.
- Under general supervision of the owners, and officers be able to effectively promote IME's services and expand clientele.
- Assist the owners, and officers in directing, managing, and supervising the daily local tasks and immediate affairs of the services provided.

- Provide supervision, management, training, and assistance to employees in performing their duties and responsibilities.
- Perform civil and/or geotechnical engineering and surveying project management, calculations, and design work.
- Become proficient with computer programs associated with Microsoft Windows operating systems (Word, Excel, Outlook, etc.).
- Ability to communicate well, both verbally and in written form.
- Ability to become proficient in the use of laboratory and field-testing equipment and procedures.
- Ability to work in adverse weather conditions, nights, weekends, and holidays, if needed.
- Willingness to work more than 45 hours per work week as the job schedule dictates.
- Ability to efficiently and cost effectively coordinate personnel, multiple projects, and clients' schedules in order to meet the needs of our clients and project budgets.
- Ability to read and comprehend technically written material.
- Ability to establish and maintain positive and effective working relationships with clients, fellow employees, and anyone with whom you come in contact at any time during working hours.

EXPERIENCE:

- Registered Professional preferred with at least 2 years of experience in Civil and/or Geotechnical Engineering or Surveying. Experience should also include project management, client contact, marketing and development, and development, and supervising others.

EDUCATION:

- B.S. in Civil Engineering, M.S in Geotechnical Engineering or Surveying. Position requires professional registration or the ability to obtain professional registration

TRAINING:

- Ability to receive Professional licensure within 3 years of employment.
- 40-Hour OSHA Hazardous Waste Site Worker, Mine Health and Safety (MSHA), American Concrete Institute, Nuclear Moisture Density training, and/or First Aid desired

OTHER REQUIREMENTS:

- Ability to represent IME in a professional manner including, but not limited to, personal appearance and cleanliness, and communications techniques with clients, fellow employees and anyone with whom you come in contact at any time during working hours. Good judgment, consistent with acceptable business norms, should serve as a basis for the measurement of personal appearance and cleanliness. Extremes of any sort are unacceptable.
- Ability to complete required training and to pass required tests necessary to obtain the certifications required to perform the duties and responsibilities of the position.
- Ability to achieve negative results on a drug test. Employment will be denied to anyone with a positive pre-employment screen according to our current Substance Abuse Policy.
 - IME has implemented six types of drug and alcohol testing:
 1. Pre-employment (drug testing only)
 2. Reasonable suspicion
 3. Post-accident
 4. Random
 5. Follow-up
 6. Return-to-duty
 - IME has three drug and alcohol testing plans:
 1. IME's Company Drug and Alcohol Testing Plan
 2. The Department of Transportation – Federal Motor Carrier Safety Administration (DOT-FMCSA) Plan
 3. The Department of Transportation – Pipeline and Hazardous Materials Administration (DOT-PHMSA) Plan. Depending upon the position for which an employee has been hired, the employee could be involved in more than one of these programs if the duties of the employee require him/her to perform “covered functions” associated with the regulations of the Department of Transportation in 49 CFR, Parts 40, 199, and 382.
- Ability to suspend the use of tobacco during working hours both in the IME' workplace and vehicles, and that of our clients.
- Ability and willingness to abide by set policies and/or safety programs established by our clients and/or regulatory agencies which govern our performance and behavior in the normal course of our work while on the clients' property or job site.
- Ability and willingness to read, comprehend, and abide by our company policies.
- A valid driver's license will be required if an essential job function requires you to operate a company owned or leased motor vehicle. For applicants that meet this criterion a Motor Vehicle Report (MVR) will be requested and applicants with three moving violations within the last three

years or a DUI conviction within the last five years will be automatically deleted from further consideration for employment.

- After an offer of employment is made, continued employment is conditioned upon the results of a medical exam. The results of the medical exam must demonstrate the medical and physical capabilities to perform all of the demands of the essential functions of the position, with or without reasonable accommodations.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

- Ability to supervise assigned staff

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

- Work Type: Medium, exerting up to 50 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or up to 5 pounds of force constantly to move objects.
- Climbing/Balancing: Climb inclines, ladders, and uneven surfaces. Balance required.
- Walking: Frequently
- Stooping/Bending: Frequently.
- Stand/Sit: Stand/sit about 50/50 percent of job time.
- Reaching: Frequent reaching, overhead as well as horizontal.
- Vision: Corrected vision to 20/20 or adequate to perform essential functions.
- Color Vision: Required
- Hearing: Frequently perceive nature of sounds by ear.
- Speech: Ability to express ideas by means of fluent English.
- Eye/Hand/Foot Coordination: Frequently operate precision equipment.
- Manual Dexterity: Frequently operate precision equipment.

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

- Inside/Outside: Work inside and outside.
- Cold/Heat: Adverse weather conditions possible.
- Wet/Dry: Adverse weather conditions possible.
- Noise/Vibrations: Exposure to heavy construction and equipment noise.
- Hazards: Moderate to heavy exposure to traffic and construction areas.
- Fumes/Dust/Odors: Exposure to dust, construction equipment, fumes, and natural gases. Exposure to hazardous materials.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

- Construction Materials Testing Equipment
- Environmental Sampling and Testing Equipment
- Company Vehicles
- Respirators and /or SCBA's
- Surveying Equipment
- Textbooks and Manuals
- Plans and Specifications
- Calculator
- Computers

REMARKS:

- The above position description is intended to describe the duties of an Office Manager/Engineer/Surveyor in general terms and does not necessarily describe all of his/her duties.