



INBERG-MILLER ENGINEERS

Casper | Cheyenne | Gillette | Green River | Riverton | Greeley, CO

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

FROM: Eric Graney, President

EMPLOYMENT OPPORTUNITY: CASPER OFFICE MANAGER/SENIOR ENGINEER, GEOLOGIST, OR SURVEYOR

Inberg-Miller Engineers (IME) is looking for a self-motivated individual to manage day-to-day operations in our Casper Office and work as a Senior Engineer, Geologist, or Senior Surveyor. The position is full-time. Duties will include managing staff, business development, planning, and all aspects of the project from the proposal phase to completion. The majority of projects are located in Wyoming; however, some travel into the Rocky Mountain Region is likely.

- **Experience:** 10+ years as a professional engineer, geologist, or surveyor. Must have extensive knowledge of at least one of the following disciplines: civil, structural, environmental, or geotechnical engineering, environmental geology/hydrogeology, or surveying. Project management and staff management, writing proposals and technical reports, risk management, directing department workflow, marketing, managing projects, supervising employees, and using sound engineering and surveying practices is required. Good writing and communication skills are also required.
- **Education:** Professional license with the ability to obtain a Wyoming registration within one year of employment.
- **Compensation:** Competitive salary with compensation dependent upon relevant education, registration, certifications, training, and experience.
- **Benefits:** Excellent benefit package available including vacation, holiday, sick leave, medical, dental, disability, life insurance, long-term care, Employee Stock Ownership Plan (ESOP), and employer-matched 401(k). Financial assistance may be available for moving expenses.

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, a current resume, and transcripts of studies from college(s) attended.** The application may be submitted online at www.inberg-miller.com, resume and transcripts may be submitted via e-mail (wsteeds@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 status, will receive equal consideration.



POSITION DESCRIPTION

POSITION TITLE: Casper Office Manager/Senior Engineer, Geologist or Surveyor

REPORTS TO: IME BOD, President

POSITION FUNCTION:

- Inberg-Miller Engineers (IME) is looking for a self-motivated individual lead our Casper team. Professional experience can be in Civil, Structural, Environmental, Geotechnical Engineering, Environmental Geology or Hydrogeology, or Survey. The position is full-time. Responsibilities may include project management of engineering, environmental, and groundwater projects, surveying projects, marketing, client contact and development, and personnel management and mentoring staff. The majority of projects are located in Wyoming; however, some travel into the Rocky Mountain Region is likely. Travel is dictated by our clients and projects.
- Typical duties will depend on the applicant's technical and professional experience may include:
 - Day-to-day scheduling of staff
 - Meeting with clients and pursuing potential projects
 - Ability to lead, grow, and develop a team
 - Project oversight, management, review reports and plans, risk management
 - Design, bid, and provide project oversight
- Our company philosophy is to cross-train our employees and teach them about the various kinds of work IME performs. In addition to your area of expertise, you could be involved projects in any of our departments and locations.

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

- 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.
- Perform all duties of a project manager in directing, managing, and supervising the daily local tasks and immediate affairs of your assigned projects.

- Provide supervision, management, training, and assistance to employees in performing their duties and responsibilities.
- Become proficient with computer programs associated with Microsoft Windows operating systems (Word, Excel, Outlook, etc).
- Ability to track budgets and to do project invoicing.
- 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.
- Ability and willingness to market all of IME's services.

EXPERIENCE:

- 10+ years as a professional. Expert skills in either civil, environmental, structural, geotechnical engineering, geology, biology, and/or surveying. Must be able to review other work and write proposals, technical reports, direct workflow, manage projects and supervise employees using sound engineering practices and meet a deadline. Good writing and communication skills are required.

EDUCATION:

- Professional Engineering (P.E.), Geology (P.G.), or Professional Land Surveying (P.L.S.) license is required with the ability to obtain a Wyoming registration within one year of employment.

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:
 - Pre-employment (drug testing only)
 - Reasonable suspicion
 - Post-accident
 - Random
 - Follow-up
 - Return-to-duty.

IME has three drug and alcohol testing plans:

- IME's Company Drug and Alcohol Testing Plan
- The Department of Transportation – Federal Motor Carrier Safety Administration (DOT-FMCSA) Plan
- The Department of Transportation – Pipeline and Hazardous Materials Safety 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 in both the IME's 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 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 criteria a Motor Vehicle Report (MVR) will be requested and applicants with three moving violations within the last three years or a DWUI 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:

- Must have supervisory experience and can lead a team. Must be able to review staff's work, monitor budgets and have the experience and knowledge to support others and minimize company's exposure to risk.

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: Ability to identify and distinguish colors.
- Speech: Constantly 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 exposure to traffic and construction areas. Exposure to hazardous materials.
- Fumes/Dust/Odors: Exposure to dust, construction equipment fumes, and natural gases.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED

- Construction Materials Testing Equipment
- Company Vehicles
- Environmental Sampling and Testing Equipment

- Drafting Tools
- Computers
- Surveying Instruments
- Calculator
- Plans and Specifications
- Text books and Manuals
- Software (Civil 3D, Word, Excel)
- Respirators and/or SCBA's

REMARKS:

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