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Engineer-in-Training (EIT)

JOB CODE	JOB FAMILY	PROFILE
JCP307	**Engineering & Capital Projects**	**Engineer-in-Training (EIT)**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$29.49 - $46.57**	**July 6, 2026**

The Engineer-in-Training (EIT) assists with a variety of engineering projects, including construction, utilities, and public works. Responsibilities include supporting project planning, design, development, and ensuring compliance with regulations and standards. This role provides professional growth opportunities for candidates working toward professional engineering licensure.

Job Description

DUTIES AND RESPONSIBILITIES

- Assists in ensuring compliance with project schedules and contractor deliverables, including document submittals, daily reports, and construction records.
- Reviews and validates project documentation to confirm accuracy, completeness, and compliance with contract specifications.
- Helps prepare and process construction documents, including design drawings, specifications, and reports.
- Collaborates with project teams to ensure efficient management and coordination of construction activities.
- Reviews and analyzes design and contract documents related to water, sewer, and drainage systems.
- Provides technical support in the design and implementation of new or upgraded water supply, wastewater treatment, and drainage management systems.
- Coordinates with external agencies, stakeholders, and consultants involved in utility-related projects to ensure project requirements are met.

- Assists with the preparation of technical reports, specifications, and cost estimates for utility infrastructure projects.
- Supports the planning, development, and implementation of public infrastructure projects such as roadways, utilities, bridges, and drainage systems.
- Reviews master plans, capital improvement plans, and other strategic planning documents for public works projects.
- Coordinates with internal teams and external consultants to ensure project designs and plans align with local regulations and standards.
- Assists in organizing and facilitating public hearings, community meetings, and project consultations.
- Assists in planning and designing public improvement projects through special assessment programs and other financing methods.
- Coordinates and monitors the progress of Special Assessment District proceedings and ensures compliance with legal requirements.
- Attends public meetings, hearings, and consultations to communicate project updates, address concerns, and solicit feedback from the community and stakeholders.
- Collaborates with relevant departments and agencies to ensure project alignment with overall community and infrastructure goals.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICAITONS

- Bachelor’s Degree in Civil Engineering, or related field.
- Four (4) years of related work experience in similar engineering fields.
- *Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.

- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Duties are performed 50% indoors and 50% outdoors, which entails exposure to extremes of weather conditions.
- Indoor duties are performed in a temperature-controlled environment on an even carpeted or tiled surface.
- Outdoor duties may be performed on both even and uneven surfaces that may be wet or dry. Surfaces may be inclined or flat, and range from natural, undisturbed soil to gravel, asphalt, or concrete.
- May perform duties alone or as part of a group.
- Work hazards or potential work hazards include exposure to noise, vibration, dust, exhaust fumes, mist, and severe weather conditions; driving of vehicles; working in and around heavy equipment; and performing duties on rough terrain.

EQUIPMENT, TOOLS, AND MATERIALS

- Telephone, two-way radio, calculator/adding machine, measuring devices, photocopier, fax machine, paper forms, writing instruments, computer, and computer-aided design equipment (CAD) are used in the performance of duties.
- County vehicles are used by employees in traveling from site to site throughout the County.
- Safety vests and hard hats are used by workers in the performance of outdoor duties.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.