

Engineer I/Assistant Engineer

Graduate Engineer (Entry-Level) Position Description:

Performs assignments requiring application of standard techniques, procedures, and criteria in carrying out a sequence of related engineering tasks. Limited exercise of judgment is required on details of work and in making preliminary selections and adaptations of engineering alternatives. Using prescribed methods, performs specific and limited portions of a broader assignment of an experienced engineer. Applies standard practices and techniques in specific situations, adjusts and correlates data, recognizes discrepancies in results, and follows operations through a series of related detailed steps or processes. Responsible for timely and accurate completion of engineering tasks assigned by the Supervising Engineer or PM.

Required Experience/Education:

- Bachelor's Degree in Engineering.
- EIT registration is desirable.

Position Duties:

- Assist the Project Manager in the technical, administrative, budgetary, and schedule implementation of assigned projects, as well as in generating and maintaining project schedules.
- Communicate with clients concerning project business.
- Domestic travel as required to meet with clients and to visit job sites to ensure successful project implementation.
- Assist the Project Manager in keeping project costs within budget. Report to management on project, budget, and schedule status.
- Prepare estimates for proposed projects.
- Assist with presentations to existing or future clients which would aid in obtaining future business.

Required Skills (Training Provided):

- Uses Computer Aided Drafting (CAD) tools to prepare models and drawings according to project requirements, client standards, and Basic Systems' standards.
- Familiar with and able to use Microsoft Project, Microsoft Word, and Excel and design software specific to their task assignments.
- Able to prepare bills of material for pipe, fittings, instruments, valves, valve operators, fire and gas detection, and lighting.
- Able to prepare technical bid summaries for valves, operators, instruments engineered equipment and buildings, and similar items.
- Able to review vendor approval drawings for conformance with specifications.
- Able to prepare routine project calculations under the supervision of the project's discipline lead engineer (examples: pipe wall, pipe pressure drops and velocity, foundation footing, grating span, wire sizing, and conduit sizing).
- Expectation of frequent direction on above items, review of work product, and rework.



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Basic Systems, Inc.
9255 Cadiz Road
Cambridge, Ohio 43725
Phone: (740) 432-3001

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Benefits:

- Competitive compensation
- PTO
- 401(k)
- Employer paid health insurance
- Dental insurance
- Vision insurance
- Employer paid life insurance
- Tuition Reimbursement
- Bonuses for certifications & continued education

To Apply:

Please send your resume to hr@bsicos.com and be sure to reference: ENGINEER