



Civil Engineer II Position Description

Title: Civil Engineer II

Department: Engineering

Status: Full-Time

Reports to: Vice President-Engineering

Position Summary

The Civil Engineer II plays a key role in supporting the planning, design, and execution of Gentry's residential communities. This position is responsible for civil site and utility design, coordination with consultants and agencies, and supporting projects from early development through construction and final dedication. The role requires solid technical expertise, attention to detail, and the ability to collaborate across internal teams and external partners to deliver high-quality communities.

Hours and Work Location

- Hours: Monday–Friday, 40 hours per week
- Work Arrangement: In-office position (no remote or hybrid work)
- Location: Honolulu (Downtown area)

Duties and Responsibilities

- Develop civil site, utility layout, and grading plans for residential land development projects.
- Coordinate efforts of internal team members, professional consultants, government agencies, and utility companies to complete subdivision, site development, and construction documents.
- Prepare site construction cost estimates and assist in establishing and managing project budgets.
- Conduct field investigations and provide observation support for projects under construction.
- Monitor open grading and other site-related permits; coordinate renewals or closures as required.
- Assist with project dedication and turnover of completed site improvements to public and private agencies.
- Perform related duties as assigned in support of site development and construction activities.

Qualifications

- Bachelor's degree in civil engineering or a related field.
- Professional Engineer (PE) license preferred but not required.
- Minimum of 3 years of engineering experience in land development; civil residential design experience preferred.



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- Working knowledge of Microsoft Office and AutoCAD.
- Strong written and verbal communication skills.
- Ability to manage multiple tasks and priorities in a deadline-driven environment.
- Ability to work collaboratively in an in-office, team-oriented setting.

Benefits Snapshot

Gentry Homes offers a comprehensive benefits package designed to support long-term stability and work-life balance. Benefits include:

- Medical Insurance: Company-sponsored plans available; premium cost shared between employee and company.
- Dental Insurance: Employer-paid
- Temporary disability insurance (100% company-paid)
- Long-term disability (100% company-paid)
- Employee Assistance Program (EAP)
- 401(k) Retirement Plan with company match
- Flexible Spending Account (FSA) (eligible after 90-day introductory period)
- Vacation: accrued based on length of service
- Professional development reimbursement
- 10 paid holidays, plus an additional 3 company holidays (Employee Birthday, Discoverers' Day, and the Friday after Thanksgiving), which may be granted with leadership approval
- Personal Leave: 40 hours per calendar year worked after 90-day introductory period.

Additional Information

- Pay Schedule: Paid semi-monthly (mid-month and end of month).
- Drug Testing: Pre-employment drug testing required.

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How to Apply

Interested candidates are invited to apply by emailing a resume to hrdept@gentryhawaii.com. Please include "Civil Engineer II" in the subject line of your email. Qualified applicants will be contacted for next steps.