

JOB DESCRIPTION

POSITION TITLE:

Site / Civil Designer

GENERAL FUNCTION:

Under the direction of the Director of Civil Engineering, Site / Civil Designers draft civil engineering designs for roadways, water and sewage lines, drainage, and land grading specifications for commercial and residential building sites using maps and topographical surveys.

ESSENTIAL DUTIES & RESPONSIBILITIES:

INCUMBENT:

DEPARTMENT:

Civil

REPORTS TO:

Director, Civil Engineering

DATE:

July 2022

OPENINGS:

Lexington, KY Shelbyville, KY

COMPENSATION:

To be Negotiated

- Perform design/drafting services, under the direction of our Project Professionals, for site development, residential plat, industrial, water resources, geotechnical, surveying, and other design projects.
- Develop construction drawings per applicable standards for review by on of our licensed Professional Engineers.
- Develop topographical mapping using field survey data, including drone and LiDAR data sources.
- Assist in the creation and compilation of site civil and design specifications for projects.
- Use AutoCAD Civil 3D to develop site grading plans and utility plans and profiles.
- Assist project managers in the development of projects by communication and coordinating with planning and zoning departments, local utility companies, state agencies, and other regulatory agencies.
- Perform site surveys and topographical surveys.
- Work to obtain design related training and help train team members in drafting, surveying, software efficiencies and CAD standards.
- With experience, take project from concept through final design, under the supervision of a Professional Engineer.

QUALIFICATIONS / SKILLS AND ABILITIES:

- Requires a minimum of a high school diploma or equivalency or comparable experience in civil design. Associate degree in civil engineering, drafting, CAD, or a related field of study, preferred.
- **Detail-Oriented** and able to carefully analyze maps, surveys, and drawings to plan functioning infrastructure systems.
- Computer Skills excellent computer skills to work with multiple types of design software.
- **Communication** work closely with engineers, government officials, and other staff members, which requires good verbal communication skills.



- **Time-Management** work within tight timeframes and strict deadlines, good time-management skills are essential for this job.
- **Troubleshooting** good critical thinking skills to troubleshoot potential problems with plans, designs, and sketches as well as adjustment plans as needed
- **Multi-Tasking** strong multi-tasking abilities to juggle many different tasks and work on several design projects at once while maintaining focus.

PHYSICAL DEMANDS:

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

Employee is regularly required to use hands and fingers, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee frequently is required to stand, walk, stoop, kneel or crouch. The employee is required to sit. The employee must regularly lift and/or move up to 10 pounds, and occasionally move up to 50 pounds. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.

WORK ENVIRONMENT:

Characteristics of the work environment are representative of those that may be encountered by an employee while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

We understand and mutually accept that the above description and supplement represent our agreements as to the job to be performed.

Employee

Date

Supervisor

Date

