

JOB DESCRIPTION

POSITION TITLE:

Site / Civil Designer

DEPARTMENT:

Civil

INCUMBENT:

REPORTS TO:

Director,
Civil Engineering

DATE:

October 2021

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:

- 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.



