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**Meier Architecture • Engineering**  
Job Description

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**Full-Time, Non-Exempt Position**

**Title: Senior Civil Designer**

**Basic Responsibilities:** Performs engineering design services. Possesses a thorough knowledge of basic engineering principles and a general knowledge of engineering codes and standards. Knowledgeable and trained in the application of drafting principles and the preparation of detailed drawings. Sufficiently experienced in the creation of design solutions, detail layout, and an expert in the use of CAD systems and equipment. Has a working knowledge of industry standards. Understands and applies standards and procedures for quality assurance.

**Organizational Relationship:** Reports to the Civil Group Manager.

**Essential Functions:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Initiates engineering drawings for complex areas of the project in conformance with the design criteria and project requirements. Checks drawings supplied by vendors, clients, and other design personnel regarding a specific area of design responsibility.
- Must have knowledge of industry standards for design. Must understand and apply standards and procedures for quality assurance.
- Possess advanced and demonstrable AutoCAD Civil 3D design skills.
- Working knowledge of the engineering principles related to civil-site, infrastructure, and roadways.
- Working knowledge of construction specifications and plans and applicable regulations relating to work performed.
- Design experience of general civil-site, roadways, utilities, and land development.
- Basic knowledge of applicable laws, regulations, codes, and policies governing discipline of expertise.
- Uses conceptual thinking and application of engineering theory learned through varied training and experience to solve engineering design problems.
- Provides technical guidance and assistance to lower classified design and drafting personnel and is responsible for accuracy of work.
- Reviews the work of others to assure fit and function of the design and conformance to requirements.
- Performs work assignments in accordance with the project scope of work and with applicable CAD drafting standards.

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- Assists with communication with internal and external customers to transmit or obtain information.
- Utilizes computer programs to produce spreadsheets, text files, etc., as directed.
- Maintains discipline standards.
- Works with others as a contributing member of a project design group.
- May act as manager for basic tasks.
- Acts as a lead for complex tasks and coordinating project group design efforts.
- May be assigned as "Group CADD Lead" to set discipline standards and monitor execution on behalf of group manager.
- Work to meet or exceed QA standards.
- All other duties assigned by Manager.

**Skill, Knowledge, Education and Experience:**

- Graduate of two-year technical college and six or more years of design work experience.
- 5+ years' experience operating Autodesk Civil 3D software.
- Ability to demonstrate advanced level civil 3D skills while collaborating under the supervision of a Professional Engineer.
- Excellent communication skills.

**Work Environment:**

This position operates in a professional office environment. This role routinely uses standard office equipment such as but not limited to: computers, phones, copiers, filing cabinets and fax machines.

**Physical Demands:**

The job requires the ability to sit for extended periods at a computer workstation. May be subject to bending, reaching, kneeling, stooping and lifting up to ten (10) pounds.