
Meier Architecture • Engineering Job Description

Full-Time, Non Exempt Position

Title: Mid-Level Civil Designer

Basic Responsibilities: Prepares design drawings and related technical information under direction of a project engineer.

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.

- Demonstrate knowledge of CADD and manual drafting principles, practices, methods and techniques.
- Intermediate to advanced knowledge in AutoCAD Civil 3D.
- Demonstrate proficiency in both oral and written communication; read and interpret construction drawings and maps; prepare accurate detailed drawings from data and markups supplied.
- Must have knowledge of industry standards for design. Must understand and apply standards and procedures for quality assurance.
- Prepares clear, complete, accurate working plans and detail drawings from rough sketches or layouts, exercising skill with CAD systems to create functional designs.
- Determine and implement drawing sequence, layout and presentation.
- Able to size various system components in routine design functions and refining rough sketches.
- May perform non-routine and complex assignments, which include responsibility for planning and conducting a complete simple routine project.
- Technical adequacy of non-routine work is reviewed during progress to completion. Routine work is reviewed on completion.
- Provides technical guidance and assistance to entry level drafting personnel and is responsible for neatness and accuracy of work.
- Ensures that working drawings comply with the applicable CAD drafting standards.
- Work to meet or exceed QA standards.
- All other duties assigned by Manager.

Skill, Knowledge, Education and Experience:

- Equivalent of a computer certificate/degree or equivalent CADD class training and five years of experience.
- Must be proficient in the use of computer for design and understand CAD operations.
- Good 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.