

Job Title:**Civil Engineering Technician****Responsibilities and Duties**

Individual should be capable of performing tasks such as producing drawings from sketches and layouts prepared by others with limited supervision. Should possess AutoCAD Civil 3D or comparable knowledge, with the ability to learn and increase efficiency while executing production work. Candidate should be motivated, with a sincere passion to grow and excel in this field. Candidate will have good organization and mathematical skills, be able to work in a fast paced and ever-changing environment; and is expect to be challenged to assist in the production of high quality, cost effective, on-time design documents as part of a team. Additional duties include:

- Performs drafting operations for the production of project plans and the collection of data for project designs
- Develops and drafts complex engineering drawings and plans, drafts contract documents, maintains engineering records, generates correspondence for clients and managers and provides other related technical support on a variety of Engineering Projects
- Maintains dynamic communication with contractors, clients, engineers and the general public for any architectural, engineering or construction coordination issues
- May directly supervise additional personnel and perform "as-built" inspections to assure compliance with plans, specifications, and applicable standards
- Performs fieldwork, documentation, research and drafting tasks of engineering data as requested by clients or managers
- Performs regular computer software and AutoCAD maintenance, upgrading and troubleshooting
- Manage and convey AutoCAD standards
- Maintains up to date working and technical knowledge of all procedural and improvement changes to computer hardware and software applications
- Performing AutoCAD assignments in accordance with company standards
- Ability to meet fixed deadlines and work as a team member
- Exercise considerable judgment and initiative in the performance of job duties
- Prepare submittal packages from municipality checklist and other requirements

Physical Requirements

While performing the essential functions of this job, there is frequent need to sit; stand; walk; talk; hear; distinguish between shades of color; use hands to finger, handle, or feel; and lift and/or move up to 25 pounds without assistance.

Licenses, Certifications or Registrations

Must possess and maintain an AutoCAD Certification or 5-7 years of verifiable CAD experience. Must possess a valid North Carolina Driver's License.

Additional Skills and Specifications

Intricate knowledge of AutoCAD (Civil 3D), Microsoft Word and Excel, Microsoft Outlook, Adobe, Photoshop and other design software
Sound knowledge of civil engineering design principles
Good computer, numeracy, and communication skills
Good understanding of construction methods and manufacturing processes
Excellent problem-solving skills and great creative flair
Experience working with local and state government agencies
Ability to review and interpret local zoning and subdivision guidelines
The ability to explain design ideas and plans clearly
Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

Specific Design Experience (Preferred)

These specific skills are a benefit and will be relied upon to determine level of competency:

- Performs drafting operations for the production of project plans and the collection of data for project designs
- layout of roads, lots, buildings, parking fields, etc
- water and sewer distribution systems
- water and sewer profiles
- site grading
- erosion and sediment control design
- drainage area maps and relevant details
- storm drainage layout, drainage area maps, details and profiles
- storm water management detail production coordinated with the Responsible Professional
- roadway layout and profiles
- establishment of street cross-sections
- Storm water management including detention basin layout
- Design of transportation projects including municipal streets and parking lots
- Specific project type should include:
 - Residential subdivision plans
 - Commercial and other retail designs
 - Office building and office park site plans
 - Industrial project layout
 - Municipal