JOB DESCRIPTION

Job Title: Designer  
Department: Multiple  
Reports To: Group Leader  
FLSA Status: Non-Exempt

SUMMARY  
The Designer is responsible for completing assigned tasks under the supervision of the Group Leader, Project Manager or Project Engineers. This Designer is expected to apply the concepts learned through education and/or experience to solve tasks as assigned. Provides guidance and may direct the activities of entry level technicians.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes, but is not limited to the following:

1. Completes detailed drawings from sketches, plans, specifications and written/verbal instructions using computer-aided drafting programs.
2. Plots maps and charts showing profiles and cross-sections, indicating relation of topographical contours and elevations to building, retaining walls, tunnels, overhead power lines and other structures.
3. Develops detailed drawings of structures and installations such as buildings, roads, culverts, fresh water supply and sewage disposal systems, etc.
4. Computes volume of tonnage of excavations and fills and prepares graphs and diagrams used in earthmoving operations or similar type calculations.
5. Participates as needed, in design meetings with engineering and client staff to fully understand expected project outcomes.
6. Works cooperatively with other Designers and/or engineers to complete assigned work.
7. Proactively seeks input and clarification from other employees assigned to given project in order to minimize time spent in performing the essential duties of the position.
8. Provides technical assistance and training to CADD technicians and junior level engineers.

SUPERVISORY RESPONSIBILITIES  
This job has no supervisory responsibilities.

QUALIFICATIONS  
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.

EDUCATION and/or EXPERIENCE  
Associate's degree or equivalent from two-year college or technical school and at least five years of related experience and/or training; or equivalent combination of education and experience. Intermediate to advanced ability to use CADD software and other engineering automation tools.

LANGUAGE/MATHEMATICAL/REASONING SKILLS

Revised August 2003
Must be capable of correctly operating technical analysis equipment and computer equipment after being provided training. Must possess strong technical verbal and writing skills. Must be able to read and interpret technical literature and engineering plans. Must possess analytical and problem-solving skills and be able to apply engineering knowledge toward solving assigned tasks and engineering activities. Must be willing to develop competence in field inspection issues including daily progress documentation, measurement of quantities, quality assurance and contractor relationships.

CERTIFICATES, LICENSES, REGISTRATIONS
There are no special certification or licensing requirements for this position. Must possess a valid state driver's license and must be able to drive a vehicle.

PHYSICAL DEMANDS/WORK ENVIRONMENT
Must be capable of carrying up to 30 pounds of equipment over all types of terrain and in all types of weather conditions. Must be able to transverse on all types of project sites including industrial, commercial and undeveloped ground.

Must be willing to travel on short – or long-term assignments at other office and client locations to complete assigned work.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an office environment. The noise level in the work environment is usually quiet. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.