

Viox & Viox, Inc.

Position Description

Title:

Civil Designer / Draftsman

Reports to:

Engineering Project Manager

Overview:

The Designer provides work as directed in support of the engineering professionals; and, at times, works independently to complete the work of the Engineering Department. The Designer strives to exceed customer expectations

Key Responsibilities and Accountabilities:

- 1.) Provide civil engineering drafting, using AutoCAD / Carlson Civil Suite for drawing street profiles, storm and sanitary sewer profiles, water main profiles, street cross-sections, etc...
- 2.) Calculate information for bid sheet quantities and earthwork and prepare preliminary estimates and specification documents.
- 3.) Provide designs assistance for water mains, streets, sanitary sewer, mass grading, storm sewer; as well as layout a subdivision, adjust site based on earthwork calculations, turn lane and road widening designs, erosion control structure design, utility conflicts, street reconstruction and transportation plans.
- 4.) Write proposals and letters (with the help and support of the administrative staff) to clients and public agencies; meet with clients and public agencies; and general client care (i.e. returning phone calls, emails, etc.).
- 5.) Communicate with all parties involved in the project at all times in a timely manner.
- 6.) Review draft projects with team leader, senior design consultant and if necessary management to insure best value to the customer and reduction of E.E.O.S.
- 7.) Review Company and team objectives. Make suggestions on improvement to team and company.

Educational Requirements:

College Degree – Bachelor or Associate's required
Bachelor of Art/Science preferred