

Chas. N. Clark Assoc., Ltd.  
Job Description

**JOB TITLE: Civil Design Technician I**

REPORTS TO: Civil Design Manager

**SUMMARY:**

Assists higher-level Engineering Technicians and Project Engineers in the application of principles, methods, and techniques of civil engineering technology by performing the following duties. Requires minimal supervision and functions as an assistant project manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Assists in client contact and communication about specific projects.
- Assists in the development of probable construction cost estimates for projects within the department.
- Attends client meetings - days or nights.
- Assists in the analysis of reports, maps, drawings, tests, and aerial photographs to plan and design projects.
- Prepares design computations and quantity estimates.
- Assists in the preparation of reports, specifications, plans, construction schedules, and permits for projects.
- Instructs technicians to reduce design to final drawings.
- Provides technical support to other staff in expertise - is a trainer and mentor to other staff and is cross-trained to have the ability to perform multiple duties.
- Ability to draft parcels and subdivision boundaries from legal descriptions using manual or CAD techniques.
- Is experienced and proficient in the use of AutoCAD and civil design software.
- Drafts detailed drawings of structures and installations including plan & profile drawings for roads, bridges, pipelines, and rail spurs. Drafts site plans, grading plans, drainage plans, and utility plans.
- Accompanies survey crew in the field to locate construction markers or to collect data required for the preparation of construction drawings.

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- Understands surveying terminology and other concepts related to civil engineering and construction practices.

**QUALIFICATION REQUIREMENTS:**

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 essential functions.

**EDUCATION and/or EXPERIENCE:**

Associate's degree or equivalent from a two-year college or technical school and 5 years experience or Bachelor's degree and 0 years experience. Preferably college curriculum or major would emphasize pre-engineering, engineering technology, construction technology, or architectural technology courses.

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and employees of the organization.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or listen. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl.

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The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderate.