Job Description – Designer I

Identification Section
Position Title: Civil Designer I  EEOC Class: Technician
Location: San Luis Obispo  FLSA Status: Non-Exempt; Hourly
Department: Civil Engineering  Hours: Monday – Friday; 8:00am – 5:00pm
Reports To: Director of Civil Engineering  (Note: Overtime may be expected as approved by supervisor)

General Summary
Designer I will be responsible for the design and preparation of drawings used in civil engineering projects, such as streets, storm drains, flood control projects, water, sewerage, traffic control, grading (including ADA grading), and erosion control plans, working with direction from a Civil engineer or Project Manager.

Essential Job Function

1. Produce improvement plans, exhibits and drawings using Civil 3D, working under the direction of a civil designer and a Licensed Civil Engineer.
2. Produce grading plans for various clienteles, such as commercial and industrial developers, and oil field operations, under the direction of a Civil Engineer or Project Manager.
3. Production of improvement plans as required for construction of various civil engineering projects, such as street, storm drain, sewer, water and other underground improvements, using design surfaces, corridors, assemblies, and pipe network.
4. Draw plan and profiles, using Civil 3D design surfaces.
5. Plan review and quality control.
7. Create and manipulate construction details and cross sections.
8. Understand the order of work and method of presentation, based on different drafting requirements for each agency.
9. Finish and duplicate drawings and documentation packages, according to required mediums and specifications for reproduction using blueprinting, photography, or other duplicating methods.
10. Ability to address redlined comments from public agency or internal review.
11. Review rough sketches, drawings, specifications, and other engineering data received from civil engineers to ensure that they conform to design concepts.
12. Understand how to use and interpret common codes, standards & specifications
13. Correlate, interpret, and modify data obtained from topographical surveys, and well plats.
14. Other duties as apply

Knowledge, Skills and Abilities
- Knowledge of AutoCAD Civil 3D
- Knowledge of Civil Engineering concepts
- Knowledge of Microsoft Office programs
- Good verbal and oral communication
- Ability to choose the right mathematical methods or formulas to solve a problem

Education and Experience
A Bachelor’s Degree in Civil Engineer or related field is preferable but not required.
5+ years of experience in Civil drafting or design
Minimum of 3 years’ experience using ACAD Civil 3D
Background knowledge in the land development industry
Drafting/Design special training or certification is preferred

Physical Requirements
| Percentage of Work Time Spent of Activity |
## Job Description – Designer I

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<thead>
<tr>
<th>Requirement</th>
<th>0-24%</th>
<th>25-49%</th>
<th>50-74%</th>
<th>75-100%</th>
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<tbody>
<tr>
<td><strong>Seeing:</strong> Must be able to see well enough to read reports and designs.</td>
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<td><strong>Hearing:</strong> Must be able to hear well enough to communicate with customers, vendors and employees.</td>
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<td><strong>Standing/Walking:</strong> Must be able to move about department.</td>
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<td><strong>Climbing/Stooping/Kneeling:</strong> Must be able to stoop or kneel to pick up paper products or directories.</td>
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<td><strong>Lifting/Pulling/Pushing:</strong> Must be able to lift up to 25 lbs.</td>
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<td><strong>Finger Mobility/Grasping/Feeling:</strong> Must be able to type and use technical sources.</td>
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**Working Condition:** Normal working conditions absent extreme factors

**Note:** The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.

**How to Apply:** Please send your resume along with an application to Careers@dpsiinc.com. The application along with more information about job can be found at http://dpsiinc.com/menus/careers.html.