

Civil Engineer Technician

Santa Rosa, California based engineering firm Civil Design Consultants, Inc., founded in 1991, is looking for a Civil Engineer Tech to work on a variety of projects including single-family residential, multi-family residential and commercial projects from private sector clients as well as public projects with local government agencies.

Job Description:

Working under the direction of Principal Engineers and Project Managers, you will be responsible for performing tasks that include:

- Improvement plan drafting, exhibits, specifications, supporting documents and permit applications for subdivisions, commercial developments, multi-family developments, and public works projects, using AutoCAD software.
- Create conceptual plans and detailed, permit-ready drawings from verbal guidance and written mark ups by the Engineer/Project Manager.
- Preparation, development and approval of public and private projects that include preliminary design of site, grading, water/wastewater layout and storm drain layout.
- Preparation of computer-generated civil engineering drawings and exhibits according to established standards and procedures for layering and sheet layout.
- Completion of detailed drawings from sketches, plans, specifications and written and verbal instruction using CAD drafting program.
- Research site data through various sources.
- Research building data, state and local code requirements, and interpret survey data for accuracy and verification of project.
- Assist members of the design team with the preparation of construction plans, exhibits and other graphics and complete simple calculations with specific instructions.

Qualifications and Skills:

- Working knowledge of AutoCAD 2013 or later and Civil 3D software applications.
- Proficient with MS Word, Outlook and Excel.
- Excellent verbal and written communication and interpersonal relationship skills.
- Self-motivated individual with good work ethic and integrity.
- Ability to manage workload and meet deadlines.
- Organized and detail oriented.
- Ability to multi-task projects in a fast-paced environment.
- A valid driver's license.
- Candidates must be eligible to work in the U.S. without employee sponsorship and/or Visa transfer, and must have U.S. citizenship or Green Card.
- 0-1 years of experience required.

Compensation:

Civil Design provides a competitive compensation and benefits package to our employees, including: fully paid medical coverage for employees and family members, 401k and Profit-Sharing plan, 15 days of paid time off (accrued over a year) and 9-paid holidays.

This is a full-time position with immediate opening. To apply please send your resume to:

Julie@civildesignconsultants.com