

# CIVILTEC ENGINEERING, INC.

## Job Description Form



Job Title: <b>DRAFTER</b>		
Reports to: <b>PROJECT MANAGER</b>		
Target Utilization Ratio: <b>90%</b>	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	Classification: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
<b>ESSENTIAL JOB FUNCTIONS/TYPICAL DUTIES &amp; RESPONSIBILITIES</b>		
<p>The following duties are typical of the position, but are not all encompassing. Each person is expected to help out in whatever duties are required to deliver a quality product on schedule.</p> <ul style="list-style-type: none"><li>— Provides CADD drafting and design support for Project Engineer and Designers during the planning, design and construction of typical civil engineering projects such as water/wastewater, transportation, utilities, public works, development services projects and schools.</li><li>— Prepares computer-generated engineering drawings according to established standards and procedures and coordinates details and dimensions between drawing sheets.</li><li>— Prepares engineering drawings from rough sketches or from general engineering and design information (verbal instructions and notes) using CADD software programs. Revises or changes drawings, traces and/or copies existing drawings and completes basic calculations with specific instructions. Understands and follows the company's standard CADD procedures for layering and standard drawing procedures for sheet layout. Maintains schedules and offers progress reports. Reports computer problems to CADD Supervisor or I.T. representative.</li><li>— Obtains work assignments of either specific design elements or CADD drafting from Project Manager with an allocated budget. Make sure all work has a stated budget prior to beginning work. Identify budget problems and discuss with Project Manager prior to using 50% of allocated time. Work with Project Manager to determine if scope of work or budget needs to be revised.</li><li>— Review all work for completeness and accuracy prior to submitting to Project Manager for review. Use corporate check sheets set up for quality control on each project.</li><li>— Provide an accurate accounting of time spent on projects with descriptions for each timesheet entry on a weekly basis.</li><li>— Must be flexible and may work with numerous project teams to help in project completion.</li><li>— Under general supervision of Designer and/or Engineer. Work assignments, answers to design questions and instructions would be provided by the Designer and/or Engineer. Ultimately reports to Project Manager. Must be good listener and follow instructions.</li><li>— Performs all other assigned related duties.</li></ul>		
<b>KNOWLEDGE AND EXPERIENCE REQUIRED/ESSENTIAL JOB REQUIREMENTS</b>		
<ul style="list-style-type: none"><li>— Completion of trade or technical school course in drafting or equivalent level of college drafting courses.</li><li>— Two years of drafting experience with an engineering firm equivalent educational experience.</li></ul>		

## LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

## APPROVALS

HUMAN RESOURCES  
APPROVAL



*Title* Human Resources Manager