

**Pickett, Ray & Silver, Inc.**  
**Job Description**

**Position Title:** Civil Design Technician

**Reports To:** Director of Engineering

**POSITION SUMMARY:** Downloads digital geographic files from survey collectors in a Cloud based environment. Will work daily with AutoCAD and downloading of digital files. Must be familiar with terminology of title boundary & geographic property descriptions. Possess a good knowledge of local municipalities. Applies sound technical skills and knowledge of surveying and constructions practices in broad areas of assignment. Required to make sound technical decisions daily.

**ESSENTIAL JOB FUNCTIONS:**

- Working knowledge of Auto CAD, Microsoft Office, and Trimble Business Center.
- Experience working with Cloud based geographic file management.
- Experience in the development of grading plans, grading balances, roadway, sanitary and storm sewer profiling.
- Ability to develop detailed construction documents.
- Ability to proficiently collaborate with engineering teams to assist and/or manage projects.

**MARGINAL JOB FUNCTIONS:**

- Perform miscellaneous field inspections and investigations.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of the principles, practices, methods, and techniques of civil engineering land surveying.
- Ability to effectively communicate with engineers, developers, other employees, and clients.
- Ability to operate with little supervision.

**EQUIPMENT USED TO PERFORM THE JOB:** Desktop computers, Trimble survey equipment, Total Stations, GPS and GNSS systems.

**EDUCATION, QUALIFICATIONS AND EXPERIENCE:**

- Requires a high school diploma or equivalent.
- Prefer 5 years minimum previous experience in constructions plan review, construction inspection, drafting or related field.

**WORK ENVIRONMENT:**

- Requires a demanding level of attention/concentration.
- Exposed to moderate noise level.