

## Brown, Kevin

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**From:** Resources, Human  
**Sent:** Friday, January 28, 2011 12:00 PM  
**To:** Brown, Kevin  
**Subject:** Job Description: Designer I (E10)

### Job Description

#### Designer I (E10)

Grade:

Reports To (title): **Sr Technical Professional or Technical Manager**

**MAJOR FUNCTION / ROLE** General purpose of the job; major expected results.

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Provides design and production of construction plans and drawings in support of engineering or architectural project(s); selects and recommends design procedures.

**JOB DUTIES** Typical duties and responsibilities of job.

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- Typical duties, depending on service, may involve geometry design, grading & pavement design, drainage design, utility design, drafting electrical diagrams or mechanical details for structures or bridges, roadway alignment, architectural details, sanitary sewer pump station or water & sewer systems or treatment plan design, etc.
- Reads and interprets survey data, legal description, government standards and codes, and applies to design.
- Performs calculations, utilizing knowledge of algebra, geometry and trigonometry, as required.
- Develops and lays out conceptual designs for proposals to be reviewed by a senior technical professional for conformance with specifications and client requirements.
- Develops and lays out final plan designs on assigned project or portions of projects.
- Performs designs utilizing CAD.
- Develops and may draft sections of projects or details for construction projects.
- Supplies technical data for specifications; provides quantities and cost estimates.
- Maintains good knowledge of governmental regulations, codes and ordinances and applies them to plans, as needed.
- Performs such other duties as the Supervisor may from time to time deem necessary.

**SCOPE** Aspects that help define or distinguish level of work and its importance to the organization.

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**COMPLEXITY** (Variety or uniqueness of tasks; relative difficulty or importance of work performed; size of unit supported, etc.):

Work involves analytical ability to select and recommend design procedures, interpret complex ordinances and specifications, analyze design requirements and provide design solutions.

**DECISION-MAKING** (Supervision received; independent judgment or initiative; consequence of error):  
Works independently on design projects, consistently exercising discretion and judgment, under supervision. Design work utilizes individual creativity but is always reviewed by a Professional Architect or Engineer.

**WORK DIRECTION GIVEN TO OTHERS** (Titles and number of personnel; type of direction given):  
May give work direction or coordinate the work of technicians and others who assist in specific assignments.

**INTERNAL CONTACTS** (Required interaction/relationship with others within the organization):  
Interfaces with technical professionals and technical managers.

**EXTERNAL CONTACTS** (Required interaction/relationship with others outside the organization):  
Meets with contractors, regulatory agency staff and utility company personnel; may meet with client representatives.

## MINIMUM REQUIREMENTS

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### EDUCATION AND EXPERIENCE

Bachelor's degree in Engineering, Architecture or equivalent technical discipline, or Associate's degree plus a minimum of eight years' experience, at least two of which should be as a Designer. Ten years of progressive drafting and design experience is required without a degree.

### SPECIAL SKILLS

Proficiency in CAD; good interpersonal skills.

### PROFESSIONAL REGISTRATIONS

No professional registration is required.

## COMPETENCIES

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General Competencies expected of all Professionals and Managers at PBS&J are as follows: Client Service, Commitment, Communication, Innovation & Continuous Improvement, Professionalism, Quality, and Teamwork.

## OTHER

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Job requires ability to process paper/electronic documents and operate computer equipment. Ability to communicate effectively and work under the pressure of multiple deadlines. Ability to interpret data, conceptualize ideas, and prepare designs.