

Brown, Kevin

From: Resources, Human
Sent: Friday, January 28, 2011 12:01 PM
To: Brown, Kevin
Subject: Job Description: Designer II (E11)

Job Description

Designer II (E11)

Grade:

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

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

Provide design, production and coordination 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.

- Typical duties may involve, depending on service, conceptual and final design of utilities, grading, pavement and drainage, electrical diagrams or mechanical details for structures or bridges, roadway alignment, architectural details, sanitary sewer pump station or water & sewer systems/treatment plant 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 senior technical professional or project manager 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 sections of projects or details for construction projects.
- May prepare plans, specifications, cost estimates and permit applications.
- Maintains good knowledge of governmental regulations, codes and ordinances and applies them to plans, as needed.
- May prepare CAD working drawings for interiors.
- 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.

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 coordinate with and/or guide the work of junior professionals, technicians, and others who assist in specific assignments.

INTERNAL CONTACTS (Required interaction/relationship with others within the organization):
Interfaces with senior 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

EDUCATION AND EXPERIENCE

Bachelor's degree in Engineering, Architecture or equivalent discipline plus five years' experience, or Associate's degree plus a minimum of twelve years' experience, at least four of which should be as a Designer.

SPECIAL SKILLS

Proficiency in CAD strongly desired; good technical writing and communication skills.

PROFESSIONAL REGISTRATIONS

No registration required; however, incumbent should be seeking applicable registration if movement onto the Engineering or Architecture career path is contemplated.

COMPETENCIES

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

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.