

Brown, Kevin

From: Resources, Human
Sent: Friday, January 28, 2011 12:01 PM
To: Brown, Kevin
Subject: Job Description: Sr Designer I (E12)

Job Description

Sr Designer I (E12)

Grade:

Reports To (title): **Technical Manager**

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

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

Note: The Sr Designer I & Sr Designer II classifications are reserved for very experienced and capable designers who, lacking the official education requirements, are unable to obtain professional registration, but whose contribution to the firm is highly regarded and valuable.

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 plan design, etc.
- Researches, recommends and presents alternate design approaches based upon client request, governmental code requirements and other needs.
- Performs and supervises designs utilizing CAD.
- Coordinates, monitors and oversees design completion, permit applications, material quantities and cost estimates performed by junior designers and technicians.
- Assists junior professionals in making design decisions.
- May write specifications, feasibility studies, plans and preliminary reports.
- Organizes or directs field visits to collect data or resolve design conflicts.
- May train less experienced junior professionals, designers and CAD technicians as required.
- 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 direction. 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):
Coordinates with, guides and/or reviews 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 or Architecture or equivalent discipline plus ten years' experience, or Associate's degree and a minimum of fifteen years' experience, at least seven of which should be as a Designer.

SPECIAL SKILLS

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

PROFESSIONAL REGISTRATIONS

No professional registration is 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.