**Civil Draftsperson & Designer Job Description**

**Summary**

Due to our company’s recent growth, Sera Engineered, LLC is actively seeking a local and experienced Civil Draftsperson and Designer with a background in land development for contract work to join our close-knit team. This position will provide not just opportunities to grow your skillsets based on your individual experience but opportunities to collaborate on related projects based on our clients’ needs. This is a short-term contract with the potential to transition to a full-time position. Our ideal candidate is a self-motived individual that is well-organized, thorough, trustworthy, with both the ability to multitask and possess the skills and knowledge to assist our engineers with civil, site, and structural designs, all while maintaining the highest level of client service.

The following are general responsibilities for the position:

**Primary Responsibilities and Duties**:

* Analyze and understand markups to transfer to AutoCAD using appropriate layers, etc.
* Ability to set up a new project in AutoCAD (backgrounds, working files, and plot files) using the appropriate page size and project scale.
* Understanding to help set up standardized details, diagrams, notes, etc.
* Provide quality engineering reports, calculations, figures, design drawings, specifications, and cost estimates.
* Complete work within budget and time schedules, ensuring compliance to applicable codes, accepted engineering practices, and client and OCI standards.
* Provide Deputy Project Management support and task management on projects.
* Review work by others to ensure it meets all project requirements.
* Working with field and GIS staff to compile existing conditions.

**Minimum Requirements:**

* Provide resume with past 2 years work experience
* 1-3 years of experience in design, planning, and implementation of civil design projects
* 2 or more years of design experience with AutoCAD **(A previous sample of drafting project required for consideration**)
* Experience developing Engineering Plans, Specifications, and Engineers Estimates.
* An energetic individual with high ethical standards and an appropriate professional image

**Preferred but not required.**

* Strong knowledge of Windows operating system and Microsoft Office
* Bachelor’s degree in Civil Engineering.
* Currently hold EIT certification
* Strong verbal, written, and communications skills with the ability to clearly communicate technical subject matter to a wide range of audiences
* Team-oriented to keep productive, efficient and on-task
* Ability to work in a fast paced environment, with the skills to handle multiple jobs of varies sizes
* Multitasker who can work independently
* Desire and ability to learn new skills and assume new responsibilities
* Valid driver’s license and a good driving record
* Active participation in industry organizations such as APWA, WTS, ACEC, ASCE, etc

**Position Type**:

Short-term contract.

**Job Salary:**

* Hourly. Salary is based upon education and experience.
* Hours worked: Less than 30 hrs./week.

**Job Location**:

* Washington, D.C., United States.
* The ideal candidate is in the Maryland or Washington, D.C. area. Other areas are welcome to apply and may be considered.

**Projects:**

* **Location**: DC 5,000sf-7 acre site development
* **Deliverables**: Convert redline markups to AutoCAD put together sheet layout, provide permit and construction deliverables and notes.

**Project Length:**

* 1 to 3 months

**Company Culture and Values**

* **Professionalism** ‐ High degree of integrity, reliability, diplomacy, and flexibility.
* **Attention to Detail**‐ Thorough and quality-oriented with the ability to develop high quality work products within required deadlines and with limited oversight.
* **Personal Responsibility** ‐ Self-starter, willing to work independently or as part of a team.

*Sera Enginerred, LLC is an equal opportunity employer and values diversity in its workplace. All qualified candidates are encouraged to apply including minorities, women, veterans and individuals with disabilities. This opportunity could lead to a long-term project-based contract relationship! If you are local, this opportunity could lead to a full-time position.*