



## Civil CAD Tech/Designer Job Description

**Job Title:** Civil CAD Tech/Designer

**Job Type:** Full-Time

### **Job Summary:**

Tulsa Engineering and Planning (**tep**) is an established full-service civil engineering and land surveying firm seeking an experienced Civil CAD Tech Designer having 3 years experience to fill a key position in its Engineering department. The applicant will work in conjunction with Professional Engineers to perform a wide variety of engineering related tasks in an office setting. The ideal candidate will have strong AutoCAD/Civil 3D skills and be adaptable to fill a number of roles while working effectively with planning and survey team members.

### **Job Responsibilities:**

- Develop base plans
- Create 3D surface models, triangulated irregular networks, and contours
- Create road profiles, Sanitary Sewer, Water lines & Storm Sewer profiles per Engineer Concepts
- Perform research and gather data for new and ongoing projects
- Knowledge of AutoCAD technical standards

### **Qualifications:**

- Proficient in Civil 3D and AutoCAD Software
- Proficiency in Surface Modeling & Road Profiles
- Minimum of 3 years of Civil Engineering related AutoCAD or Civil3D experience preferred
- Able to multi-task between projects
- Able to prepare plans and documents accurately
- Ability to read and interpret property legal descriptions, easements and right-of-ways
- Ability to understand construction plans and general construction principals
- Experience in with multiple municipalities transportation projects
- Any combination of experience and education that would likely provide the required knowledge and abilities to fulfill the job responsibilities would be considered qualifying

**tep** offers an excellent benefits package for full-time employees which include paid family healthcare, dental, 401K, paid time off and educational assistance.

Please send resume to Attn: Kirk Richardson, COO at [kirk@tulsaengineering.com](mailto:kirk@tulsaengineering.com).