

Looking to join a fast-paced and rewarding career? Come join our team of dedicated and skilled individuals at Jones-Warner Consultants! We are a Southwest Ohio Professional Engineering & Surveying Consulting firm who specializes in services such as, but not limited to, Planning, Surveying, Project Management, Underground Utility Design, Transportation Design, Construction Management, and Field Inspection Services. We pride ourselves in our outstanding customer service, maintaining the highest levels of integrity and quality, as well as our ability to provide exceptional professional services on projects of all sizes and varieties. Apply today and join one of the highest demand careers in the nation!

## **Civil Designer**

### **Job Description**

- Use software to prepare accurate and detailed site development documents per state and local requirements.
- Maintain individual project schedules and provide regular progress updates to Project Managers. Coordinate with Survey Manager for any projects requiring additional survey data or input
- Coordinate with Client and/or Project Managers regarding specific project milestones and deliverables
- Prepare complete and accurate applications, technical data sheets, coordinate assembly, and timely delivery of submittal packages to all applicable review agencies.
- Represent the civil design team at all project meetings including design coordination, technical reviews, Commission and Board hearings, pre-construction conferences site progress meetings, etc.
- Review material submittals and respond to requests for information (RFI) during construction; and provide self-monitoring of quality control/quality assurance for drawings and other documents in addition to assisting others with similar tasks as needed.
- A Project Engineer III requires an intense focus and attention to detail to fully manage and oversee all aspects of project development, including the utilization of additional staff and resources as needed to provide a successful completed project.

### **Skills and Qualifications**

- 2 or more years of relevant experience
- Bachelor's degree in Civil Engineering or equivalent
- Proficient in Microsoft office and AutoCAD (Preferred)
- Strong written and verbal communications skills.
- Ability to creatively apply technical knowledge.
- Attention to detail, positive attitude, team player, and ability to function well in a fast-paced environment.