

CAREERS AT MESHEK

JOB TITLE	CADD Technician/ Civil Designer II
STATUS	Non-Exempt
LOCATION	Tulsa, Oklahoma
JOB REQUIREMENTS	<p>Education: A minimum of a High School Diploma plus experience in the Surveying and Civil Engineering fields. An Associate's degree (A. S.) or equivalent from a two-year college is preferred. Applicable experience may be considered in lieu of degree.</p> <p>Licensing: None Required.</p> <p>Experience: Minimum 5+ years' progressive experience preparing construction plans in the Civil Engineering field. Candidate must possess strong technical skills, experience and abilities in coordinating with other members of the project team, and ability to communicate well. Computer skills: AutoCAD, Civil 3D 2018, and Microsoft products. Experience with Bentley MicroStation a plus.</p>
JOB DESCRIPTION	<p>Assists the design engineers or surveyors in the production of construction plans or stake out files for projects such as airports, bridges, channels, dams, railroads, and roadways.</p> <p>Uses AutoCAD and Civil 3D to prepare drawing files for the production of construction plans, cross sections, profiles, right-of-way plats, and other reports and documents to clearly illustrate the project for the clients, contractors, resident engineers and others involved in the project.</p> <p>Work duties will include topographic work with digital survey data to create maps and digital terrain models. Job will require calculating dimensions, areas, profile data, and material quantities, using a calculator or computer. Drafts detailed dimensional drawings and design layouts for projects ensuring conformance to specifications. Analyze proposed site data and prepare maps, graphs, and diagrams to illustrate finding. Ability to walk extended distances and assist with field measurements as required.</p> <p>Helps prepare reports and cost estimates. Assists in the development of plans and quantity-takeoff for construction cost estimates for structures, earthwork, and utilities. Ability to follow instructions and pre-established guidelines to perform the functions of the job.</p> <p>Must be willing to relocate to the Tulsa area.</p> <p>Other duties as directed.</p>
ABOUT MESHEK	<p>Meshek & Associates is a civil engineering consulting firm specializing in water resource engineering and transportation in Oklahoma. Meshek & Associates, LLC is an equal opportunity employer.</p> <p>Submit resumes to careers@meshekengr.com</p>

www.meshekengr.com

1437 South Boulder Avenue, Suite 1550, Tulsa, OK 74119 • phone: 918-392-5620 • fax: 918-392-5621