



CIVIL DESIGNER

66 ENG NON-NEGOTIABLES

- High Integrity Individual
- Accountable
- Customer Focused
- Deadline Focused
- Action Oriented
- Team Player
- Self-Motivated

POSITION DESCRIPTION

- Job Title: Civil Designer
- Locations: Sapulpa, OK, Fayetteville, AR, Oklahoma City, OK
- Job Type: Full Time
- Reports To: Director of Production
- Experience Level: 3–8 Years

POSITION SUMMARY

This position involves the preparation and support of civil engineering design plans for projects such as site development, roads and streets, stormwater and drainage systems, water distribution, sanitary sewer systems, and residential developments. The Civil Designer works under the direction of senior designers and engineers, assisting in the production of accurate construction documents and contributing to the completion of projects on schedule and within budget. This is a great opportunity for someone looking to expand their design capabilities in a collaborative, fast-paced environment.

RESPONSIBILITIES

- Assist in producing civil design drawings using AutoCAD Civil 3D, including grading, utilities, and basic roadway layouts
- Support the preparation of construction documents, reports, and permit submittals
- Follow established CAD standards and maintain organized project files
- Collaborate with engineers and other team members to complete assigned design tasks
- Make revisions to plans based on redlines, markups, or design updates
- Complete assigned work accurately and within project deadlines
- Participate in internal project coordination and design review meetings
- Assist with collecting and organizing data from field investigations or survey files
- Learn and apply local and state standards to design work
- May support preliminary layouts or exhibits for proposals and project pursuits

QUALIFICATIONS

- Associate's degree in design/drafting or equivalent experience
- 3–8 years of experience in CAD production within civil engineering
- Proficiency with AutoCAD Civil 3D, including basic use of surfaces, alignments, and pipe networks
- Experience working on civil site or infrastructure projects
- Familiarity with local design codes and standards preferred
- Strong attention to detail and willingness to follow established processes
- Good communication skills and a collaborative mindset
- Ability to manage time effectively and work on multiple projects concurrently
- Proficient in Microsoft Office and standard business software

- Willingness to travel occasionally for local site visits or meetings

JOB-SPECIFIC SKILLS AND KNOWLEDGE

- Working knowledge of AutoCAD Civil 3D for civil plan production
- Familiarity with civil drafting conventions and plan organization
- Understanding of basic grading, drainage, and utility layout concepts
- Ability to interpret markups and implement design revisions accurately
- Strong organizational and file management skills
- Effective communication with internal teams; client contact may be occasional and supported by senior staff
- Willingness and ability to learn and grow within the role
- Ability to accommodate occasional travel by car or air as project needs require
- Ability to stay focused and meet deadlines in a collaborative team environment

MENTAL, EMOTIONAL, PHYSICAL DEMANDS AND WORKING CONDITIONS

This position requires the ability to work extended hours when project deadlines demand. Must be able to routinely perform work on computer for an average of 6-8 hours per day. Reliable attendance and punctuality are essential. The successful candidate must be capable of performing job functions independently with minimal supervision and must be able to maintain composure and productivity under deadline pressure. Occasional travel and site visits may be required, including exposure to outdoor conditions and active construction environments.

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