

Civil Engineering CAD Technician/Designer

Banning Engineering is a civil engineering and surveying firm that offers a wide variety of services that includes transportation, municipal services, site engineering, hydraulics and hydrology, land surveying, and asset management. Our residential and commercial site development team is rapidly becoming a significant portion of our business by offering our clients full-service, comprehensive multi-use designs. Banning is a multiyear award winner of "Best Places to Work" in Indiana. As an Employee-Owned company, we strive to build a culture where employee owners are valued and know they can make a difference.

Banning Engineering is seeking a highly motivated Assistant Project Manager for site and civil land development. The primary role of this position is to be responsible for the preparation of civil engineering design drawings and supplemental reports relating to land development and infrastructure projects. Additional areas related to this position includes assisting on other commercial development, stormwater, structure, and recreational projects as needed.

Essential Duties and Responsibilities include the following. Other duties may be assigned to meet business needs.

- Extensive working knowledge of residential and commercial site development including, paving, grading & drainage, sewer, plans, roadway design/drainage & profiles and general plan organization.
- Assist to create multi-use design projects for residential, commercial, and open space designs.
- Strong desire to be a presenter in a public forum and the ability to obtain local and other governmental approvals for projects.
- Excellent communication skills, both oral and technical writing.
- Strong problem solving and critical thinking skills.
- Site Development experience with state and local regulatory agencies.
- Project coordinator for client contact, scheduling tasks and interaction with reviewing agencies and other stakeholders. Ability to multi-task and take on multiple projects at a time.
- Delivers engaging, informative, well-organized presentations.
- Strong at resolving escalated issues in a timely manner.
- Understands how to communicate difficult/sensitive information tactfully.

Job responsibilities:

- Provide CAD drafting and design support for Project Managers and Engineers during the planning, design and construction of land development and civil infrastructure projects.
- Utilize AutoCAD Civil 3D and/or MicroStation to translate mark-ups into drawings, check and plot drawings, correctly label final working drawings, and update contract drawings and specifications.
- Perform CAD services in accordance with company standards.
- Assist in field activities to gather project information.
- Review all work for completeness and accuracy.
- Coordinate work with Project Managers, Engineers and Surveyors.

Qualifications/Requirements:

- Proficient in civil engineering/site development based CAD drafting and the latest software including AutoCAD Civil 3D, MicroStation, and Geopak.
- Experience with design of civil/site and infrastructure projects.
- Two-year diploma in design/drafting with CAD training from a recognized institution with 5+ years proven CAD drafting/design experience.
- Ability to prioritize tasks to perform on multiple assignments concurrently.
- High level of accuracy/thoroughness, attention to detail and speed.
- Must have good communication skills and a commitment to meeting project deadlines and challenges while working in a team setting.
- Team-spirited, focused, able to make good independent decisions.

Benefits:

- 100% Employer Paid Medical and Prescription Coverage with a choice of plans
- Simple IRA Plan
- Employer-Paid Short And Long-Term Disability
- Employer Paid Life Insurance
- Flexible Spending Accounts
- Wellness Program Including On-Site Health Screenings
- Paid Time Off Program (including Vacation, Jury Duty & Bereavement)
- Employee Tuition Program
- Dependent Tuition Program
- Professional Development Opportunities
- Flexible Working Schedules

To Apply:

Please send resume to hr@banningengineering.com or 853 Columbia Road, STE 101, Plainfield, IN 46168.