



**Title:** Design Tech I

**Exempt Status:** Non-exempt

**Position Status:** Full Time

**Performance Expectations:**

In the performance of their respective tasks and duties all co-workers are expected to conform to the following:

- Exhibit Affinis values daily (balance, collaboration, excellence, servant leadership, trustworthiness)
- Perform quality work within deadlines.
- Interact professionally with co-workers, clients, and colleagues, always striving to find ways to make their lives easier.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other co-workers and organizations.
- Exhibit regular and predictable attendance as this is an essential function of the job.
- Exhibit a higher standard of conduct than merely what is required under the laws prohibiting harassment, discrimination, or retaliation.
- Thrive in a collaborative team environment and able to apply critical thinking to deliver solutions.
- Desire for continued career growth and progression to becoming a Design Technician II.

**Responsibilities/Duties/Functions/Tasks:**

- Provide input to engineer on project planning and schedule.
- Create preliminary and final designs using Civil 3D or OpenRoads.
- Assemble plans and specifications according to client standards and scope of work.
- Provide proper documentation of design notes and calculations.
- Participate in implementing or evaluating new design tools or production processes.
- Participate in establishing company standards to improve efficiencies in plan production.
- Prepare designs that are complete and ready for a technician to generate into plan sheet drawings.
- Supervise, coach and mentor technicians and engineers.
- Inform and update clients, contractors, sub-consultants, and team members.
- Work to resolve project issues with clients, contractors, sub-consultants and team members.
- Ensure the overall quality of client deliverables.
- Collaborate with project engineers and other designers.
- Prepare for and attend client and team meetings.
- Store project and client files so that others can locate them.
- Complete project paperwork according to project timelines.
- Collaborate with marketing to reach the overall goals of the market segment.
- Working knowledge of AutoCAD or MicroStation

**Qualifications, Education & Experience:**

- Associate of Arts, Associate of Science, or Bachelor of Science degree in CADD program or related area, or direct work experience as a CADD Technician in a technical environment.
- Proficient in AutoCAD or MicroStation and two to 10 years' experience with Civil3D or Open Roads.

**Work Requirements:**

- Monday through Friday, 8 a.m. – 5 p.m. in the Overland Park office
- This position could require additional work outside of these hours as necessary to fulfill the requirements of the position.

**Competitive salary and comprehensive benefits. For consideration send resume with salary requirements to [recruiting@affinis.us](mailto:recruiting@affinis.us).**

*Affinis Corp provides equal employment opportunities to all co-workers and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*