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# Example of Civil Design Job Description

Our innovative and growing company is searching for experienced candidates for the position of civil design. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for civil design

* Migration of design data from Civil 3D and 12D into AutoCAD
* Participate in the selection process for nominations of the Civil Works Subcontractors
* Arrange the soil investigation and report for design
* Liaise with civil and building services subcontractors for timely submission of material and shop drawings submittals in line with agreed construction/installation program
* Review the material submittals in line with specifications before submitting to O/E for approval
* Liaise with O/E for timely approval of material submittal
* Participate in site meetings with civil site manager and subcontractor(s) to review the construction methods to expedite the progress
* Ensuring quality on the site including Nonconformance Reports (NCR)
* Ensure at all times that all sites are operating in line with the QA process and procedures, statutory, regulatory and EHS requirements
* Serves on outage engineering support teams

## Qualifications for civil design

* Working knowledge in STADD FDN, GTStrudl, SAP2000, ETABS & SAFE will be an added advantage
* Shall possess very good working knowledge of MS Xcel and shall be capable of making Xcel Templates / spread sheets for engineering calculations
* Shall have good written and spoken English soft skill
* Awareness of QMS
* Team player, has good communication & presentation skills and quick learner to new things
* Appropriate academic and professional qualifications (Degree qualified in CIVIL)