



Example of Civil Technician Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of civil technician. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for civil technician

- Ensure Quality Records are accurately completed with QMP and ITP a focus on the required quality processes and the specification requirements for the related discipline activity
- Initiate non-conformance processes when materials, products, tools, equipment or work instructions do not meet the required specifications
- Review contract documents and participate in the development of the quality management plan and Inspection Test plan (ITP) and advises the Quality Manager of any necessary changes or revisions to the quality plan and ITP
- Study project specifications to determine appropriate construction methods and procedures
- Perform needed tests on site and in the laboratory (third party) to ensure conformity of material and works according to the contract specifications
- Ensure that contractors comply with works' specifications and ensured that the company's Quality System is applied and effective
- Measure and test materials, equipment, products and processes as delivered
- Promote quality achievement and performance throughout the project organization
- Setting quality compliance objectives and standards of service, and ensuring targets are achieved
- Develop and updates all inspection forms for civil/structural works

Qualifications for civil technician

- Work may occasionally require travel away from the normal duty station to provide support to geographically separated units, or to attend advanced training classes/seminars
- Ensure compliance with corporate and project CAD Standards
- 8 to 12 years of experience in the field of CAD/drafting
- Relevant experience in software such as AutoCAD
- Demonstrated ability to use AutoCAD and/or Microstation to produce engineering drawings