

## **POSITION – Engineering Technician/Designer**

### **Proficiency in ACAD and ACAD Civil 3D Required**

Join our growing civil engineering firm and build your career by getting a broad range of direct experience on innovative commercial, industrial, and residential projects throughout the metro area. Catizone Engineering, PC, is a Larchmont, NY-based civil engineering consulting company. Work with a collaborative, detail-oriented team with a client-centered focus. Great opportunity to learn and grow and work in vibrant downtown Larchmont, NY. Flexible work schedule. Competitive benefits.

#### **Responsibilities**

- Support engineering staff in developing plan sets utilizing ACAD and ACAD Civil 3D including:
  - preparation of schematic design, design development, and construction contract documentation
  - preparation of permitting documents
  - preparation of site design including layout, grading utility design
  - preparation of construction as-built drawings
- Support engineering staff in stormwater management design
- Support engineering staff in preparing worksheets and/or calculations
- Support Engineering staff in summarizing quantities and preparing cost estimates
- Assist engineering staff in preparing technical reports
- Conduct research of products or services appropriate for project
- Assemble submittal packages
- Prepare presentation materials and renderings
- Assist in conducting site observations and preparing observation reports
- Assist in conducting soils testing
- Must be willing to work in the field as necessary

#### **Qualifications**

- ACAD and ACAD Civil 3D required
- Excellent verbal, written, and interpersonal communication skills
- Ability to independently manage multiple tasks and interact appropriately and positively with coworkers
- Self-motivated with attention to detail
- Ability to think critically
- Must have the ability to conduct tasks independently
- Possess reliable transportation to access job sites with a valid driver's license in good standing

**Apply at [cat-eng.com/careers](http://cat-eng.com/careers)**