MID-STATES
CONCRETE INDUSTRIES

500 South Park Avenue
South Beloit, IL 61080

P 608.364.1072
800.236.1072
F 815.389.2339

msprecast.com

# Project Designer

**Position Title:** **Project Designer**
**Reports to:** **Director of Engineering**

**Job Summary:**

This position has duties and responsibilities in the following areas: producing quality shop drawings, providing direction to Project Design Team, and assisting with technical questions, both in house and with customers. This position works regularly with Design Manager, Project Manager, Project Lead and Project Engineer. This position may also require communications with the customer, owner, Architect, Engineer of Record, or General Contractor.

**Duties and Responsibilities:**

- At the direction of Design Manager, completes Initial Shop drawings to go out for customer approval.
- Responsible for on time performance of Shops "Out for Approval", which requires coordination with Project Engineer and Project Lead. Must monitor Engineering Schedule.
- Modifies Initial Shop OFAs to achieve customer approval.
- Ensure neatness and accuracy of "Initial Shops Out for Approval". Conducting self-review checks to maintain quality assurance and department standards.
- Provide feedback to the Design Manager on the workload and initial shop drawing status. Communicates needs and concerns with software development to the Design Manager.
- Work with customers on the telephone and in person when they have questions about shop drawing details, revisions or shop drawing status. This includes interaction with Architects, Structural Engineers, Owners and Contractors.
- Coordinate revisions as necessary for submittal to customers.
- Jobsite visits may be required.

**Qualifications:**

- AutoCAD 2D drafting skills. 3D environment a plus.
- Must be proficient with Microsoft office software. Specifically, Outlook, Word and Excel.
- Excellent communication, organizational, and phone skills.
- General understanding of construction processes, architectural drawings and details.
- Leadership skills. Must take initiative and be well organized.