



JOB DESCRIPTION

PLANT LOCATION: Ashland, VA (Corporate Office)

TITLE: Project Technician (17-3029)

REPORTS TO: Director of Engineering

FLSA: Non-Exempt (hourly). Work hours are generally Monday thru Friday. Overtime and weekend work may be required during heavy production periods.

General Summary of the Position:

The Project Technician is a member of a geographically-distributed team that serves an engineering role in processing orders for precast concrete structures and systems to be manufactured at one of CP&P's various production facilities.

Essential Functions:

- Review civil construction plans to extract appropriate data.
- Organize and maintain a folder for each assigned project.
- Use proprietary and commercial software to create production drawings for precast concrete structures and systems.
- Determine the most economic configurations for precast structures and systems.
- Use CAD, pdf editor, or basic manual drafting to create new drawings or to enhance existing drawings for products outside the scope of standard software, tools, and templates.
- Provide production drawings and information to Production Schedulers and Dispatchers to assure timely production and delivery.
- Assemble submittal packages and send to customers.
- Communicate with customers on an as needed basis, often initiating to ask questions about civil plans or project requirements.
- Support production personnel through drawing interpretation and clear communication of requirements.
- Requisition services and/or materials from internal and external resources as necessary to assemble submittals, complete production drawings, and fulfill order requirements.

Knowledge, Skills, Abilities, and Other Characteristics:

- Ability to read civil construction plans and interpret relevant specifications.
- Strong communication skills, both oral and written.
- Strong aptitude for math.
- Self management of tasks and ability to prioritize work.



- Basic computer skills including folder navigation and file management.
- Drafting/AutoCAD background preferred.
- Organization and attention to detail.
- Ability to meet deadlines and adapt to fast-paced changes of priority.

Qualifications:

- Any combination of education, training, and experience that demonstrates the ability to perform the duties of the position.
- Engineering or similar education beneficial, but degree not required.

TYPICAL PHYSICAL DEMANDS:

	Essential Job Qualifications	Maximum physical requirements during normal job duties	% Of Time
a.	Standing:		10
b.	Sitting:		80
c.	Moving:		10
d.	Climbing Ladder:		1
e.	Lifting:	50 # max	1
f.	Pushing/Pulling:	50 # max	1
g.	Reaching:		10
h.	Visual Acuity:		100
i.	Bending/Stooping:		10

WORKING CONDITIONS:

Working primarily in an office environment but with minor exposure to the production environment. Offices have controlled air conditions. Plant and jobsites will have ambient air-conditions, loud noise, dangerous equipment, and variable lighting. Can be exposed to dirty and dusty conditions at times. Remote opportunity exists, after initial training period, pending good performance and reliability.

COMPENSATION:

Based on proven work experience, work history, and knowledge of the industry.

BENEFITS:

Health, Dental, Vision, Life Insurance, Short Term Disability, Voluntary Life Insurance, 401k Retirement Program, Legal Shield, Paid Holidays, Paid Time Off (PTO).

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