



POSITION DESCRIPTION

CIVIL ENGINEERING DRAFTSPERSON

Full Time - Westlake Village, CA

General Description

EPOCH Projects, Inc. is seeking a detail-oriented Civil Engineering Draftsperson to support our engineering and surveying teams in producing high-quality plans and exhibits. This role is ideal for someone who enjoys technical drafting, understands plan production standards, and thrives in a collaborative environment. You will work closely with licensed engineers, project managers, and survey staff on a wide range of land development projects— including grading, drainage, utilities, and site improvements.

Required Qualifications

- ◆ 2–5 years of experience as a civil engineering drafter/CAD technician in land development, surveying, or a related field.
- ◆ Proficiency in AutoCAD, with strong preference for AutoCAD Civil 3D.
- ◆ Ability to prepare and revise plans from sketches, redlines, verbal instructions, and survey data.
- ◆ Working knowledge of grading, utility, street, and site plan types.
- ◆ High attention to detail, accuracy, and consistent drafting standards.
- ◆ Ability to read and interpret engineering plans, profiles, topographic data, and construction details.
- ◆ Strong written and verbal communication skills.
- ◆ Proficiency in Microsoft Office; familiarity with Bluebeam/Adobe is a plus.
- ◆ Ability to manage time effectively while supporting multiple projects and deadlines.

Responsibilities

- ◆ Prepare and revise civil engineering drawings and plan sets under the direction of licensed engineers.
- ◆ Draft grading, drainage, utility, street improvement, and site plans, as well as exhibits and technical details.
- ◆ Produce survey-related maps including boundary, topographic, location, slope analysis, and planimetric maps.
- ◆ Set up plan sheets, layouts, and viewports in accordance with company and agency standards.
- ◆ Incorporate survey data, point files, and base maps into plan production.
- ◆ Collect, calculate and adjust mathematical computations such as distances, traverses and elevations.
- ◆ Perform basic calculations involving distances, traverses, elevations, and related design parameters.
- ◆ Coordinate drawing content with engineering, surveying, planning, and external consultants.
- ◆ Conduct basic quality-control review of drawings to ensure accuracy and completeness.

Physical Demands and Working Environment

- ◆ Primarily indoor professional office environment
- ◆ Occasional visits to project or construction sites
- ◆ Mobility around an office environment including walking, bending, or kneeling
- ◆ Occasional lifting or carrying up to 20 pounds
- ◆ Use of required Personal Protective Equipment (PPE) when visiting construction sites

Job Description Disclaimer: Note: While this job description is intended to reflect the general requirements of the position, it is not intended to be an exhaustive list of duties or responsibilities. Management reserves the right to modify or assign additional duties as necessary.