

## Microstation Technician

### **Position Title: Microstation Technician**

Osborn Consulting, Inc. (OCI) is a full-service civil engineering firm that focuses on water resources, utilities, and environmental services, including engineering, modeling, and analysis for transportation, development, restoration, and mitigation projects. We supply a full range of services to a broad cross section of clients, including government agencies, tribal districts, neighborhood groups, and developers.

We are looking to add a full time **Microstation Technician** to our team. This position is an excellent career opportunity for the right individual who desires to make an impact in a privately-held, small business. At OCI, we believe our success stems from each and every individual employee.

The successful candidate will be providing drafting support for engineering project managers and department staff related to Washington State Department of Transportation (WSDOT) projects during the planning, permitting, design, and construction phases of the project.

### ***Responsibilities***

- High level of competency using Microstation and InRoads. Translate mark-ups into drawings, check and plot drawings, correctly label final working drawings, calculate and update project quantities, and update contract drawings and specifications. Experience working within file-sharing softwares such as ProjectWise or other.
- Provide mapping, drafting, and design support across all business services including transportation drainage, stormwater management, fish passage and habitat restoration, green stormwater infrastructure (GSI) / low impact development (LID), and utilities.
- Work with project managers and design engineers to ensure timely project completion within allocated budgets. Learn and adhere to required drafting standards and requirements on a project-by-project basis.

### **Minimum Requirements:**

- 5+ years drafting/design experience in civil engineering field.
- Proficiency with Bentley Microstation and Inroads is required.
- Strong working knowledge of Microsoft Office programs.
- Ability to thrive and make an impact in a small office environment: assertive, resourceful and a problem solver.
- Ability to adapt to changing priorities and project deadlines, multitask and prioritize.
- Ability to understand and translate technical details relevant to industry.

### **Preferred Qualifications:**

- Knowledge of GIS terminology and experience with ESRI ArcMAP
- Experience using AutoCAD Civil 3D
- Experience using AutoTurn
- Experience with WSDOT guidelines / procedures / plan preparation

### **Key Competencies:**

- Must have good time management skills in order to support co-workers and provide delivery materials to both internal and external clients.
- Outstanding interpersonal skills and the ability to handle sensitive, difficult, and confidential situations.

- Attention to Detail - Thorough and quality-oriented with the ability to develop high quality work product within required deadlines and with limited oversight.
- Personal Responsibility - Self-starter, willing to interact as part of a team, and take independent initiative. Works proactively in solving problems; makes self available and takes action beyond normal responsibilities.
- Professionalism - High degree of integrity, reliability, diplomacy, and flexibility.
- Effective Communication - Clearly conveys information; excellent oral and written communication skills (composition, proofreading, and spelling).
- Problem Solving - Ability to conduct independent research and follow through to identify and track down missing information; and to critically think through a problem from different vantage points and reach appropriate conclusions.
- Energy and Enthusiasm - Consistently maintains high levels of activity and productivity.

OCI offers competitive pay, medical and dental insurance for the employee, 401K plan with company matching, vacation/sick/holiday pay, fully subsidized "Good to Go" pass, and profit sharing. We are conveniently located in downtown Bellevue, six blocks north of the Bellevue Library. Work Hours are generally Monday through Friday, 8AM to 5PM.

If you are interested in this position, please email your **cover letter** and **resume** to [info@osbornconsulting.com](mailto:info@osbornconsulting.com). Please include in your cover letter a thoughtful explanation of why you think you are a good candidate for this position. **Responses without a cover letter will NOT be considered.**

No calls, please. We will contact you if we desire to arrange an interview with you. Thank you.