



Job Description: Distribution Designer

Distribution Designer

Company

Tier 1 Utility Design, Inc. (Tier 1) is a certified woman-owned engineering firm specializing in substation, transmission, distribution, and controls design, supported by advanced laser-scanning and 3D-modeling capabilities. We combine strong engineering fundamentals with efficient, forward-thinking processes to deliver reliable solutions for critical infrastructure.

In partnership with Substation Engineering Company (SECo), we foster a collaborative, engineering-driven environment where ideas are shared, issues are resolved early, and technical excellence is paramount. Our team values ownership, continuous improvement, and a supportive culture that respects work-life balance

Job Description

Main Duties

- Perform site visits, data collection, detailed field inspection, topographic surveys, substation surveys, utility pole inspections, building investigations, manhole inspections, document field notes and other data required to develop design drawings.
- Coordinate and at times assist with the employees that perform records research, submit One Call System (POCS) design tickets for underground maps, National Joint Utilities Notification System (NJUNS) tickets, obtain right-of-way/easement maps, as-builts and other utility information.
- Develop conceptual plans and subsurface utility base maps that incorporate topographic features and existing utilities.
- Prepare, plan and profile civil designs and documentation to support overhead and underground electrical infrastructure projects.
- Prepare notes, instructions, permit applications, bid specifications, bill of materials, material requests, clearance requests, construction work order packages and other project related documents.

Desired Education, Experience and Training

- Associate's degree in civil, electrical or related engineering program, or CAD certification/trade school program preferred.
- 3-7 years of qualified industry experience.
- Knowledge of electrical design for 4kv, 13kv and 34kv systems, as well as experience in cable pull plan preparation highly preferred.
- Strong attention to detail and ability to produce accurate construction drawings following client specifications and standards.
- Ability to complete tasks in accordance with project procedures, applicable codes and/or standards and meet project deadlines.
- Proficiency with AutoCAD and/or MicroStation platforms.
- Basic written and verbal communication skills in English, and ability to communicate effectively with immediate supervisor and other project personnel.



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- Demonstrated commitment to customer service and ability to work in a team-oriented environment.

Full Benefit package

- Medical/Dental/Vision
- Paid Holidays
- PTO (Paid Time Off)
- Group Life Insurance/LTD/AD&D
- 401K
- Voluntary Benefit Plans
- Paid Parental Leave

Position Classification/Compensation

- Non-Exempt
- Competitive pay structure