



CAD TECHNICIAN

RESPONSIBILITIES/TASKS – Candidate will:

- Prepare drawings for civil related improvements including pipe systems, storm water management systems, structures, grading, pavements, erosion and sedimentation controls, work from sketches, engineering data and directions received from Project Managers
- Develop Construction Documents under direction of the Project Engineer
- Make revisions to project drawings
- Demonstrate expertise in working with client specific CAD standards
- Communicate with outside agencies and clients
- Prepare presentation documents.
- Create and manage electronic document files.

INTERPERSONAL REQUIREMENTS – Candidate will:

- Maintain an enthusiastic attitude
- Address conflict and contribute opinions
- Contribute to an inspirational work environment

WORK EXPERIENCE REQUIREMENTS:

- 1-3 years of experience at firm a plus; previous internship with formal training required/minimum
- Fluency in AutoCAD and Microsoft Office
- Experience with Civil 3D a plus
- Must be authorized to work in the U.S.

EDUCATION REQUIREMENTS:

- Associate degree or BSCE

BENEFITS INCLUDE:

- Medical, Dental, & Vision Insurance
- Long Term and Short Term Disability
- Life and AD&D Insurance
- Paid Holidays, Vacation, and Sick Days
- Discounted gym membership
- 401(k) Savings Plan

Compensation will be commensurate with experience.

Email resume to Jennifer Sizemore, Human Resource Administrator, at jsizemore@bciaep.com.