



CAD TECHNICIAN

Required for submission:

1. **Cover Letter**
2. **Resume**
3. **References** (at least 2) with Name, Phone Number, and Email Addresses

RESPONSIBILITIES/TASKS:

- Drafts plans and detailed drawings for civil related improvements including pipe systems, storm water management systems and structures, grading, pavements, erosion and sedimentation controls, etc., working from sketches, engineering data and direction or notes received from project managers and civil engineers
- Develop Construction Documents under direction of the project Engineer or Project Manager for various projects
- Revise project drawings marked up by client and/or Engineer.
- Demonstrate expertise in working with client specific CAD standards
- Communicate with outside agencies and clients in exchanging data and manage that data in accordance with guidelines set.
- Create and/or modify base drawings, which may be used in a variety of presentation documents.
- Create and manage electronic document file structure and keep with naming convention in accordance with company standards.
- Must be able to work on multiple projects at the same time.

INTERPERSONAL REQUIREMENTS

- Maintain an enthusiastic attitude
- Address conflict and contribute opinions in a direct and open way at the time of the discussion; initiate one-on-one conversations with an individual to resolve issues
- Work across boundaries to create and contribute to an inspirational work environment

TIME AND TRAVEL REQUIREMENTS:

- Able to commit 40-50 hours per week
- Work may be necessary outside normal office hours
- Must maintain a valid driver's license

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's Degree or related from an accredited school as a minimum; Bachelor's a plus
- Minimum of 3.0 GPA

PHYSICAL REQUIREMENTS:

This work requires the following physical activities and abilities: sitting, standing, walking, driving, finger dexterity, repetitive motions, speaking, differentiating between colors, hearing, visual acuity, and mobility between locations.

BENEFITS INCLUDE:

- Medical and Dental 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 and capabilities.

CONTACT:

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