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**CAD TECHNICIAN**  
**ARCHITECTURAL DIVISION**  
**Cleveland, OH**

**RESPONSIBILITIES INCLUDE**

- Draft plans and detailed drawings for architectural related improvements including floor plans, elevations, sections and details working from sketches, data and direction or notes received from Project Managers
- Develop Construction Documents under direction of the Project Manager for various projects
- Make revisions to project drawings marked up by client and/or Architect
- Coordinate architectural, structural, electrical and mechanical designs received from other project consultants with architectural plans.
- Experience with AutoCAD, Revit, PhotoShop and Sketch-Up
- 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 contributes opinions in a direct and open way at the time of the discussion; initiates 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/EDUCATION EXPERIENCE REQUIREMENTS**

- Associate degree or related from an accredited school as a minimum; Bachelor's a plus
- 1-3 years of experience at firm a plus; previous internship with formal training required/minimum
- Fluency in AutoCAD, Revit and Microsoft Office
- Must be authorized to work in the U.S.

**BENEFITS**

- 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.**

**Send resumes to: Jennifer Sizemore – [jsizemore@bciaep.com](mailto:jsizemore@bciaep.com)**

**[www.brandstettercarroll.com](http://www.brandstettercarroll.com)**