

**JOB DESCRIPTION****CAD Technician****Visit [www.abonmarche.com](http://www.abonmarche.com) to apply.**

FLSA Status: Hourly, Non-Exempt

Effective Date: June 1, 2021

Reports To: Sr. CAD Designer/Project Manager/Engineer

**Job Summary:**

Assist Engineering and Survey teams in preparation of plans, permit drawings as built documents, marketing and presentation drawings utilizing CAD software.

**Responsibilities:**

- Assists the engineering staff in preparation of plans, permit drawings, as built documents, and marketing and presentation drawings.
- Assists the survey staff in preparation of all types of surveys, contours & surface development.
- Set up and manage CAD related areas of projects.
- Interprets and follows legal descriptions in the preparation of CAD drawings.
- Coordinates utility locations and completes applicable documentation.

**Education:**

- Associate degree in drafting preferred.

**Licensure/Certification/Registration:**

- None.

**Work Experience/Qualifications:**

- 0-5 years drafting experience, with a focus on civil engineering; previous consulting firm experience is a plus.
- Proficient in the use of AutoCAD and Civil 3D.
- Excellent communication and interpersonal skills.
- Ability to prioritize and manage time effectively.
- Team player with the ability to collaborate with a multidisciplinary team.
- Ability to recommend improvements and innovations.
- Sound technical judgment and decisiveness.

**Work Environment:**

Typical office environment with potentially some data collection work performed outside on a project site. May require the use of personal protective equipment such as safety boots/shoes, hard hat, safety vest, etc.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

