

JOB TITLE: CAD Technician I **FLSA STATUS:** Non-Exempt

DEPARTMENT:

REPORTS TO: Senior Project Coordinator

Overview of Position:

This is an entry level CAD position providing basic hand drafting, as well as basic CAD drafting support, under close supervision, during the planning, design, and construction of typical civil engineering projects (typically only working on one project at a time).

Essential Functions:

% Of Time

- Under direct supervision completes detailed drawings from sketches, plans, specifications and written and verbal instructions, using computer aided drafting programs 40%
- Revises or changes drawings, traces and/or copies existing drawings and completes simple calculations with specific instruction 40%
- Calculation of various aspects of construction to help determine the cost of the project and/or create accurate bid documents 10%

Secondary Functions:

- Provide accurate accounting of time spent on projects, with descriptions for each time entry
- May be required to go on site visits for necessary research

Qualifications:

- Minimum of high school diploma or equivalent
- Technical school training with courses in computer-aided drafting OR one year equivalent experience preferred
- Must possess basic knowledge of drafting principles
- Must possess basic knowledge of AutoCAD
- Must be able to work independently, as well as part of a team.
- Must possess excellent verbal and written communication skills.
- Must maintain a professional appearance and behavior.
- Must be well organized.
- Must be detail oriented
- Must be able to follow through on instructions to complete the task at hand
- Must be able to handle constructive criticism