



CAD Tech/Civil 3D Designer

Looking for detail oriented, organized, and energetic individuals.

Primary Duties and Responsibilities:

- Develops detailed civil construction plans for various land development. (commercial/residential/municipal) projects, including site, utilities, and grading, and storm water layout/design from the beginning stage of project(s), through final construction plans, to final as-built plans.
- Creates and works with AutoCAD Civil 3D designs and layouts.
- Assures integrity of AutoCAD data files created.

Qualifications:

- Ability to set up and manage AutoCAD drafting and plan preparation in accordance with established standards with minimal direction.
- AutoCAD Civil 3D knowledge (surfaces, earthworks, profiles, sections).
- Ability to perform basic calculations (slopes, grades, etc.).

Education/Experience:

- Proficiency with AutoCAD, Microsoft Office/Excel and Adobe Acrobat.
- Prefer 2-4 years experience or training in related field.
- Strong organizational and interpersonal skills, attention to detail and ability to multi-task.
- Plans preparation skills are required.
- Technical training certification in AutoCAD/Drafting. Associates degree in Computer Aided Design or related field of study preferred.