

JOB DESCRIPTION

POSITION TITLE:

CAD Technician

DEPARTMENT:

Civil

INCUMBENT:

REPORTS TO:

Director,
Civil Engineering

DATE:

April 2023

GENERAL FUNCTION:

Uses AutoCAD Civil 3D software to aid in the creation, modification, analysis, or optimization of civil design documents.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Meeting with engineers, draftsmen, and designers to review blueprints and design drawings.
- Creating 3D surface and solid CAD models according to client specifications.
- Read, evaluate, and interpret designs and drawings.
- Prepare and assemble a full plan set digitally and hard copies.
- Create and implement work methodologies and strategies.
- Provide accurate, detailed and to scale drawings.
- Ensure drawings are compliant with industry and jurisdictional requirements.
- Working with a design team and individually on CAD projects.
- Reviewing CAD models with design engineer or client and making minor adjustments.
- Conducting final model rendering and delivering the final product.

QUALIFICATIONS:

- Associates degree Civil Engineering Technology or Bachelor's degree in Engineering or Design
- CAD Certification.
- Previous experience as a CAD Technician.
- Advanced knowledge of CAD and AutoCAD software.
- Ability to read and translate blueprints and technical drawings.
- Basic understanding of site development building design.
- Ability to work as part of a team and individually on projects.
- A keen eye for detail.
- Excellent time management skills.
- Strong communication skills.



