

CAD TECHNICIAN JOB DESCRIPTION

Classification

Non-Exempt

Salary Grade/Level/Family/Range

Reports to

Department Head/Assistant Department Head

Supervisory Responsibility

This position has no supervisory responsibilities.

Summary

The CAD Technicians primary job is to use computer software to convert designs into technical drawings, to assist with CAD training. Potential to assist in routine aspects of IT.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Optimize “best practices” for CAD design
- Create and prepare detailed working plans and/or scale drawings for projects from engineering field notes
- Produce drawings in accordance with company CAD standards and specific project and client requirements
- Effectively communicate with CAD manager, other CAD team members and engineers
- Revise plans per redlines or review comments and communicate with engineering and or project manager if needed
- Open to learning and embracing new technologies in the CAD/GIS spectrum to complete tasks related to job or assignment
- Assist with training of new engineering hires in use of basic CAD functions
- Potential to assist with routine aspects of IT, inc. installation/ setup of software (CAD etc.) on new pc’s

Competencies

- Proficient in AutoCAD & Civil 3D
- Knowledge and ability to import, process and analyze field data
- Knowledge and ability to complete alignment sheets and drawing improvements for transportation and water/wastewater projects
- Strong communication skills
- Experience in MS Word, Excel and Outlook

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Position Type/Expected Hours of Work

Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 8:00 a.m. to 5:00 p.m. and must work 40 hours each week to maintain full-time status. Occasional evening and weekend work may be required as job duties demand.

Travel

No travel is expected for this position.

Required Education and Experience

- Associate Degree in Drafting or Survey
- 2 or more years of CAD Design experience

Preferred Education and Experience**Work Authorization/Security Clearance**

Must be eligible to work in the United States.

EEO Statement

McClelland Consulting Engineers, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

CEO _____

HR _____

Date _____