

CADD Technician

Reports to CADD Department Manager

A. Overall Role

To utilize Computer and CADD Software (Autodesk Infrastructure Design Suite) to generate detailed construction drawings, topographic maps, surveys, figures, exhibits and record plans for civil engineering projects, and to assist Civil Engineers in completion of plans and all phases of design.

B. Essential Responsibilities

1. Apply established CADD standards to all phases of documents.
2. Create construction drawings using survey and/or aerial information.
3. Generate survey and easement documentation.
4. Update construction drawings for record plans, upon project completion.
5. Assist others in the office with CADD related questions.

C. Other Duties and Responsibilities

1. Operate digital plotters and copiers to plot report figures and construction drawings at various scales.
2. Keep track of paper plots chargeable to client.
3. Keep supervisor up-to-date on progress of job(s).
4. Other duties as needed.

D. Working Conditions and Environment

CADD Technicians work mainly in an office environment. The noise level is usually low to moderate. CADD Technicians must frequently lift up to 10 pounds and occasionally lift up to 25 pounds.

Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

E. Knowledge and Skills

1. Proficiency with AutoCAD 2013 or above
2. Proficiency with Civil3D 2013 or above
3. Proficiency with Revit 2013 or above
4. Proficiency with Microsoft Office

F. Education and Experience

1. Minimum
High school diploma or GED.
2. Preferred
Associates Degree or higher in Civil Engineering Technology or related field.