

CADD TECHNICIAN

Position Definition:

CADD Technicians will be under the general supervision of the CADD manager, project engineer or engineering manager. CADD Technicians will perform a variety of complex and technical engineering tasks (project layout, design and review) for various private, city governmental and state governmental agencies in preparing construction plans.

Examples of Work:

Extract data from a variety of sources (surveys, as-built plans, plats, design manuals, field notes) and prepare design ready drawings.

Obtain design information (water and sewer atlas, storm sewer atlas, plats, legal descriptions, etc.) from varying locations such as City Hall or County Records.

Recognized and report errors and inconsistencies with data. Must have a working knowledge of surveying and basic engineering concepts (construction materials, grades, construction equipment, and terminology).

Set up and prepare plan sheets for design for project engineer's/engineering manager's review for multi-discipline projects. Projects may vary from private land development (sub-divisions and commercial building sites) to public improvements (water distribution systems, sanitary sewer collection systems, waste water lift stations, roadway improvements, traffic signal improvements, drainage improvements and storm water collection systems, stormwater detention, county bridge improvements, state and federal highway improvements).

Review design plans (site plans, plan and profile sheets, detail sheets, etc.) to ensure compliance with design guidelines, review comments and established governmental (city or state) procedures.

Knowledge and Skills:

Knowledge of general math (add, subtract, multiply, divide, trigonometry), concepts of topographical surveying, preparation of construction plans, specifications, and the basic principles and objective of construction planning and analysis.

Skills with desktop computers and hand held calculators are a requirement. Experience with AutoCAD Civil 3D or Land Desktop and basic Microsoft applications (Word and Excel) are required.

Education and Experience:

Minimum of a high school diploma or equivalent certificate required. University, Community College, vocational technology or Military service desired but not required.

Required Work Schedule:

Minimum 40 working hours per week is required. Typical workweek is four (4) nine (9) hour workdays (Monday-Thursday) with one (1) four (4) hour workday (Friday). Additional work hours may be needed when requested. Overtime for additional work will be granted only when pre-approved by the project engineer or engineering manager. Time off for most recognized holidays would be paid. 2 weeks' vacation a year accrued per check, for 3 years' service, 3 weeks' vacation a year for 3-10 years' service; and 4 weeks' vacation a year for over 10 years of service. (Note no more than 2 consecutive weeks of vacation will be allowed at one time.) Completion of a 3-month probation period is also required.

Monetary Compensation:

Compensation is at market value based upon qualifications, experience and productivity.

Other Compensation:

All new company hires have a mandatory three (3) month probationary period. Full time employees will have the opportunity to participate in the company's benefits plan. A shared cost (Employee and Employer paid) health insurance plan is offered to all full time employees as a benefit. Employee dependants may be added to the health insurance plan at the employee's expense. Health insurance coverage begins the 1st day of the month following the date hired. Eligibility for the company's retirement plan (Simple IRA) requires a full one (1) year of employment.