



CAD Drafter

CAD Drafter will:

Work collaboratively within the Design Team and Project Managers with general supervision. Be a proficient user of AutoCAD, preparing conceptual site development plans and construction drawings for a variety of land development projects ranging in size from less than 1 acre to 100 plus acres.

Utilize AutoCAD, and related applications and tools, to complete assigned projects. Efficiently and accurately research and interpret field notes, engineering and construction drawings, digital redlines, survey information and other data to identify and resolve discrepancies and missing data on assigned projects. Perform engineering grade computations applicable to the work. Prepare a wide variety of site plans, drawings, maps and other products to meet customer requirements. Establish and maintain effective working relationships with supervisors, co-workers, inspectors and employees in other departments and other encountered in the course of work. This position requires the flexibility to best serve the needs of the company and will perform other duties as assigned.

KEY RESPONSIBILITIES:

- Perform data capture from a variety of sources, including GIS public domain websites, field notes, field mark-ups, architectural building data, digital redlines and survey data, and verify the accuracy and completeness of as-built project data.
- Prepare construction drawings, conceptual site layouts and as-built drawings and other products for use with or by a wide variety of internal and external customers.
- Applies information and a high degree of accuracy to create spatially correct, detailed data, drawings and maps for the organization.
- Prepares designs such as site plans, grading and drainage plans, pump and piping plans and conceptual layouts for construction projects.
- Obtains record information from public utilities; researches files, drawings and maps for water, sewer and storm drainage line locations, depth and other relative information; checks zoning maps, survey maps and parcel information for various data and other duties as assigned.

MINIMUM QUALIFICATIONS:

- Post High School Education is preferred
- Civil Design experience in site planning, land development, water and sewer projects
- Ability to work independently within a team environment
- 3+ Years working in AutoCAD, Civil 3D and Microsoft Office software