

Job Description

Position Title:	CAD Modeler	Employment Status:	Full-time, Nonexempt
Supervisor Title:	Office Director	Responsible for:	Preparation of drawings
Date Created:	5/10/2018	Last Revised:	1/1/2022

Job Summary: Uses computer assisted design/drafting equipment and software to prepare layouts, drawings and designs according to engineering specifications.

Essential Functions:

1. Uses computer assisted design/drafting equipment and software to create complete and accurate drawings in accordance with client specific requirements and company procedures.
2. Travel to job sites to collect and verify survey data, and/or planning and design information from the field.
3. Reads and interprets construction and site drawings.
4. Participates in design and preparation of engineering drawings using the appropriate internal and external standards.
5. Coordinates project drawings with Client Principals, Project Managers and others while meeting project needs in a timely and effective manner.
6. Extracts plotting and drawing output to different digital formats such as PDF and DWF files.
7. Performs other related duties as assigned by the Discipline Director, Office Director or President.

Competencies:

1. Knowledge of AutoCAD, Microsoft Excel and GroupWise.
2. Knowledge of engineering terms, concepts, practices, procedures and principles.
3. Strong problem solving skills and a desire to come up with practical solutions.
4. Proficient communication, numeracy and IT skills.
5. Ability to work with minimal supervision.
6. Ability to balance demands from multiple directions.
7. Ability to work with a range of individuals in a professional and cooperative environment.

Required Education and Experience: High School diploma or equivalent, plus appropriate continuing education and a minimum of two years of experience.

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

While performing the duties of this job, the employee is frequently required to sit, talk and hear. Sitting frequently, six out of eight hours per day and the sitting position can be static for up to one-half hour at a time.

The employee is occasionally required to stand and walk; use hands, wrists and fingers to operate, handle, or feel objects; reach with hands and arms; bend, stoop, kneel, or crouch; and can climb stairs.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

This position requires occasional travel. A valid driver's license is required along with personal transportation.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

When visiting job sites, exposure to uneven terrain, loud noises, machinery, dust, dirt and smoke may occur. Protective safety clothing/gear (including appropriate clothing, shoes, gloves, hardhat, safety glasses, ear protection) are required.

General Disclaimer: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.