

JOB DESCRIPTION: CAD Designer

REPORTS TO: Owner/President



I. JOB SUMMARY

Under the supervision of the Owner/President and the Project Engineer, the CAD Designer performs a variety of design/drafting activities including preparation of engineering plans, preparation of calculations, as well as perform other duties as requested, directed, or assigned. Occasional assistance with survey field work or construction observation may also be required.

I. DUTIES AND RESPONSIBILITIES

- Performs plan drafting using AutoCAD and Civil3D software.
- Preparation of design drawings and specifications, permitting, quantity and cost estimates, technical report writing, under the direction of a Professional Engineer/Project Engineer.
- Perform design calculations for utility designs, stormwater management, earthwork, grading, etc. under the direction of a Professional Engineer/Project Engineer.
- Work closely with other team members to create integrated solutions.
- Performs assignments designed to develop working knowledge and abilities.
- Using prescribed methods, performs specific and limited portions of a Project Engineer's broader assignment.
- Assists in the preparation of improvement plans, specifications, supporting documents, and permit applications for subdivisions, commercial developments, multifamily developments, and public works projects.
- Assists in the preparation of calculations, such as surface water management systems, storm sewer, wastewater, water system, earthwork quantities, cost estimates, and other supporting documentation for public and private projects.
- May perform other duties as requested, directed, or assigned.

II. REQUIRED EDUCATION AND EXPERIENCE

- High School Diploma
- CAD Training Certificate
- Five (5) years of CAD experience after educational requirements. Land development experience highly preferred.
- AutoCAD Civil 3D experience **required**.
- Experience with Stormwater Management modeling preferred.

III. SPECIALIZED KNOWLEDGE AND ABILITIES

- Proficient in AutoCAD Civil 3D
- Excellent communications skills: interpersonal, listening, oral, and written.
- Skilled in PC usage and associated software including Microsoft Office.
- Able to generate layout drawings from sketches and specifications.
- Familiar with design parameters related to standard civil engineering design.
- Knowledgeable of standard drafting practices and procedures.
- Able to work with minimal supervision, efficiently schedule and manage time.

IV. PHYSICAL DEMANDS

- The CAD Designer must be able to concentrate for extended periods of time paying close attention to detail. The CAD Designer's work environment does not require much physical movement. While performing the duties of this job, the employee is regularly required to sit.

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V. WORK ENVIRONMENT

- This position is an office environment located in Bartow, FL. There may be occasional field trips to project sites required in this position where dust and noise may be present.

VI. BENEFITS

- Retirement
- Retirement matching
- Paid time off