**CAD Technician**

**Summary**

Assist architects (and occasionally mechanical and electrical engineers and landscape architects) by preparing technical plans and details showing the dimensions, construction materials, and processes used for residential and commercial building projects. At least 2 years’ experience in architectural drafting is required. Candidates with experience in mechanical and/or electrical drafting is a plus.

**Duties and Responsibilities**

* Transforms rough product design sketches, notes, photos, existing .pdfs and layouts into working documents under minimum supervision.
* Utilizes standard detail library effectively to maintain a high level of productivity.
* Relies on instructions and pre-established guidelines to complete documents.
* Coordinates CAD project requirements and file transfers with outside vendors and consultants.
* Aids and supports other CADD technicians.
* May be required to prepare design calculations.
* Will check drawings for quality assurance purposes.
* Engage knowledge of fundamental concepts, practices, and procedures for architectural drafting.
* May be required to occasionally travel to job sites for field investigations, documenting existing building conditions.
* May be required to create 3D renderings.

**Qualifications**

* Associates degree in Computer-Aided Design/Drafting from an accredited college or university.
* Minimum of 2 years previous architectural design experience.
* Prefer candidate with design/drawing experience for commercial, healthcare, educational, and federal facilities.
* Proficiency in Revit, AutoCAD, Bluebeam and BIM360/ACC required.
* Willing to apply for additional state licenses when required for work.
* Highly organized and able to meet schedules and deadlines.

**Benefits**

* Health/Dental/Vision Insurance
* Long-Term Disability
* Life Insurance
* Paid Time Off
* Retirement Savings Incentive
* Legal & Identity Theft Protection Services
* Flexible work environment to accommodate working from home office and/or physical company location.

**Physical Demands**  
This is largely a sedentary role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Expected Hours of Work**  
Standard workdays and hours are Monday through Thursday, 7:00 a.m. to 5:00 p.m., and Friday 8:00 a.m. to 12:00 p.m. Evening and weekend work may be required as job duties demand. Flexible schedule considered if job duties are satisfactorily met.

**Salary**  
Based on experience.

**Travel**  
This position requires little or occasional travel.

**Work Authorization/Security Clearance**

Must be able to work in the United States.

**Job Type**: Full-time

**Salary:** $18.25 - $27.00 per hour

**Benefits:**

* Dental insurance
* Employee assistance program
* Flexible schedule
* Health insurance
* Health savings account
* Life insurance
* Paid time off
* Professional development assistance
* Referral program
* Vision insurance

**Schedule**: Monday to Friday

**Work Location:** Hybrid remote depending on experience and qualifications.