

CAD Drafter Job Responsibilities

Title AutoCAD Drafter
Department(s) Operations
Reports to Manager of CAD Department

Job Summary

Calvada is looking for self-motivated individuals, who are able to work as part of project team, learn advanced software systems, solve problems independently, work in a schedule driven environment and follow tasks through to completion. Creation of figures, maps, and plans using Micro Station SE and/or AutoCAD2002.

Ideal candidates will have a Bachelor's degree from a 4 year college or university and a minimum of 2 years surveying and AutoCAD, project experience; or equivalent combination of education and experience: minimum an associate's degree in a related area and 4-5 years of experience in the field or in a related area.

Requirements include:

- -Proficient in Microstation SE and/or AutoCAD 2002 and Microsoft Office Products.
- -Able to convert files between graphics and CAD software, manipulate images for mapping and digitizing, calculate the scale of maps to digitize site features and figure production.
- -Self-motivated candidates, who are able to work as part of project team, learn advanced software systems, solve problems independently, work in a schedule driven environment and follow tasks through to completion.

Initial job duties will include:

- -Creation of figures and maps using Microstation SE and/or AutoCAD2002
- -Managing the graphics aspect of projects
- -Review and verify CAD digital files for accuracy, completeness, and compliance with established drafting standards

Temporary or Permanent. Drafter, Autocad, Microstation, Images, Experience with Intergraph's Site Works, Terrain Analyst, Inroads, or MGE or Autodesk Land Development Desktop is a plus.