

Position: CAD TECHNICIAN II

Position Purpose

As a CAD Technician II, you will have at a minimum, intermediate level understanding of CAD and REVIT related tasks and deliverables, advanced level of document control, CAD software knowledge, and can work with SYLENG quality standards.

Essential Functions

- Use CAD software and equipment to prepare and revise technical drawings
- Prepare printed plans and specifications and construction work packages
- Familiarity with the plans and specifications, maps, and related material for each project while utilizing the information appropriately
- Serve as a resource to department/ company colleagues regarding knowledge of CAD and CAD practices
- Demonstrate the ability to create, review, and redline documents independently
- Project team coordination and communication and willingness to work interoffice and across disciplines
- Ensure compliance with SYLENG quality standards Utilize effective written and oral communication

Responsibilities

- Begin to assist with planning, organizing, coordinating, prioritizing and monitoring projects, project coordination, and clients
- Begin to provide quality control by reviewing work completed by other CAD technicians to ensure compliance with SYLENG quality standards
- Understand and follow company established standard CAD procedures for file structure and standard drawing procedures for projects
- Keep up to date with CAD equipment, software, and training to improve CAD efficiency and accuracy
- Ability to facilitate meetings with stakeholders and customers

Qualifications

- High School diploma

Preferences:

- A two-year degree in drafting technology Professional Certification
- Must have a valid driver's license and own vehicle

Hours and Travel

This position requires the individual work 40 or more hours per week with 90% of time spent in the office and 10% may be spent out of the office.

Physical Requirements

The physical demands described represent those that must be met by an employee to successfully perform the essential functions of this job. The employee is regularly required to:

- Sit, stand, walk, stoop, kneel, twist, crouch, and crawl
- Use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms
- Talk or hear and communicate clearly

The employee must:

- Frequently lift and move up to 10 pounds and occasionally lift and move up to 25 pounds

Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.