



Service Disabled Veteran Owned Small Business

Senior AutoCAD Technician **POSITION DESCRIPTION**

SUMMARY:

The Senior AutoCAD Technician is a key member of our team who specializes in drafting site plans and other relevant drawings based on client desires and jurisdictional requirements. This organized and professional individual must have experience in Site Plans, Civil Engineering, and Architectural Drafting. Advanced knowledge of AutoCAD and Land Development Desktop are necessary.

Tasks will include preparing new plans or modifying existing plans as well as preparation, distribution, and reproduction of maps, exhibits, notes, details, sections, and coordination drawings for all projects within a designated time frame and funding parameters. Excellent communication skills are necessary for coordination with design team, sub-consultants, and city or county representatives to ensure completeness, accuracy, and timeliness of all drawings.

TASKS:

Abbey Road Group LLC provides site planning for single and multi-family facilities, as well as retail, churches, commercial and petroleum facilities, restaurants, markets, commercial office buildings and several other specialized uses. The Senior AutoCAD Technician will assist the Land Development Manager in providing detailed plans to clients and jurisdictions. Tasks will include:

- Plot to scale drawings
- Adjust AutoCAD layers
- E-mailing AutoCAD files
- X-referencing AutoCAD files
- Provide general AutoCAD support
- Convert AutoCAD files to another format
- Scan documents into AutoCAD format
- Calculate areas, sizes, and lengths
- Cost estimating utilizing AutoCAD
- AutoCAD training
- Exhibits
- G.I.S. information data base
- Maps
- Site plans
- Plot plans

- Cover sheets
- Notes and details
- Coordination drawings
- Conceptual drawings
- As-Built drawings
- Architectural drawings
- 3-D drawings
- Internet research
- Jurisdictional research
- Document and plan distribution
- Coordination with design team
- Coordination with City or County
- Printing and plotting support
- Master plan control sheet

SKILL REQUIREMENTS:

- Autodesk Land
- Autodesk Map
- MS Office (Word, Excel, Outlook, etc.)
- Great Communication Skills

EXPERIENCE REQUIREMENTS:

- 2 years of work place based AutoCAD experience including:
 - Site Plans
 - Civil Engineering
 - Architectural Drafting
 - Training in AutoCAD
 - Training in Autodesk Land Development
 - Training in Autodesk Map

SUPERVISOR: Director of Land Development Services

WORK HOURS: 40 hours per week

POSITION: Full-time

HOURLY/SALARY: D.O.E.

BENEFITS:

- 7 Days Paid Holidays
- 3 Weeks Paid Time off per year for vacation and sick (once accrued)
- \$50.00 per week paid benefits for the staff members Medical Insurance
- \$25,000 Term Life Insurance Policy
- Accidental Death & Dismemberment Policy

Advertisement:

The Abbey Road Group Land Development Services Company, LLC, a fast-paced Land Development Services Company in Puyallup, Washington and is looking for a well-organized and professional person to perform the duties of Senior AutoCAD Technician.

Duties will include contract preparation, project research, administrative tasks, project coordination and providing back-up for our project management system administrator.

The ideal candidate is a confident self-starter with a can-do attitude. Attention to detail with a focus on efficiency will be necessary to excel in this position. Candidates must be able to work in fast paced and stressful situations with calmness and flexibility.

Professional writing, typing, grammar, computer and communication skills are a must. Applicants must be well organized and capable of performing daily word processing, contract preparation and general administrative functions such as typing mailing, copying, faxing and filing.

Full-time position with benefits. Please email or mail your resume with a cover letter, reference list and salary history/requirements. Please email responses to abbeyroad@abbeyroadgroup.com or mail to PO Box 1224, Puyallup, WA 98372

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