

A new job opportunity posting has been made through the MNSCU job opportunity form. Please see details about the job below.

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[Job Title]

CADD Technician I

[Business Area]

Engineering

[Company Name]

Kadrmass, Lee & Jackson

[Company Address]

128 Soo Line Drive  
Bismarck, ND 58501

[Work Type]

FT - Permanent

[Start Date]

8-19-10

[Remove Posting Date]

09/01/10

[Job Description]

The CADD Technician I provides technical support services. With assistance or direction, provides timely, accurate, and cost efficient computer automated drafting services which involve the application of standard techniques, procedures, and criteria.

- Prepare and revise technical drawings from rough sketches or from engineering and design information using CADD software programs.
- Become thoroughly familiar with the plans and specifications, maps, and related material for each project and be able to utilize the information appropriately.
- Understand and follow company established standard CADD procedures for file structure and standard drawing procedures for projects.
- Keep up-to-date with CADD and graphics equipment, software, and training to improve CADD efficiency and accuracy.
- May accompany survey crew in field to locate grading markers or to collect data required for design and construction.
- Utilize effective communication skills to answer inquiries from coworkers, clients, or the public.
- Provide all services in a legal and ethical manner.
- Exercise independent thinking, creativity, and initiative in the performance of these duties.
- Perform all responsibilities with attention to detail and deadlines.
- Must project a professional, positive attitude and use extreme confidentiality.
- Work effectively both independently and as team member.
- Maintain orderly work area allowing team members access to project information.
- Understand, interpret, participate in, and implement company-mandated safety policies.
- May work overtime, especially during the construction season.

[Required Skills]

A two-year degree in drafting technology or a related field is highly desirable; however, applicable experience may be accepted. Knowledge of AutoCAD software is required. 0-5 years of experience is required. The individual must interact with people at all levels and communicate effectively. Strong computer skills with drafting emphasis, detail-oriented, self-starter, leadership, organizational, and interpersonal skills are essential. A valid drivers license is required, or the ability to obtain one.