



Title: CADD Tech II

Exempt Status: Non-exempt

Position Status: Full Time

Performance Expectations:

In the performance of their respective tasks and duties all co-workers are expected to conform to the following:

- Exhibit daily Affinis values of balance, collaboration, excellence, servant leadership, and trustworthiness.
- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with co-workers, clients, and colleagues, always striving to find ways to make their lives easier.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other co-workers and organizations.
- Exhibit regular and predictable attendance as this is an essential function of the job.
- Exhibit a higher standard of conduct than merely what is required under the laws prohibiting harassment, discrimination, or retaliation.
- Thrive in a collaborative team environment and able to apply critical thinking to deliver solutions.
- Desire for continued career growth and progression to becoming a Design Technician.

Responsibilities/Duties/Functions/Tasks:

- Intermediate level Computer Aided Drafting and Design (CADD) position with some opportunities to exercise judgment on basic assignments under close supervision. Prepares computer-generated civil engineering drawings according to established standards and procedures.
- Revises or changes drawings, traces &/or copies existing drawings and completes simple calculations with specific instructions.
- Understands and follows the company's standard CADD procedures for layering and standard drawing procedures for sheet layout.
- Maintains schedules and offers progress reports.
- Reviews work product of self or assigned for completeness and accuracy before returning it to the assignor.

Qualifications, Education & Experience:

- Associate of Arts, Associate of Science, or Bachelor of Science degree in CADD program or related area, or direct work experience as a CADD Technician in a technical environment.
- Three to ten years' experience with AutoCAD or MicroStation. Civil3D or Open Roads knowledge and experience a plus.

Work Requirements:

- Monday through Friday, 8 a.m. – 5 p.m. in the Overland Park office.
- This position could require additional work outside of these hours as necessary to fulfill the requirements of the position.

Competitive salary and comprehensive benefits. For consideration send resume with salary requirements to recruiting@affinis.us.

Affinis Corp provides equal employment opportunities to all co-workers and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.