



**Title:** CADD Tech II – Stormwater

**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:**

- Possess strong skills in Civil3D and CAD Software to create accurate and efficient design solutions to develop detailed drawings and models to communicate design intent effectively.
- Utilize Pipe Networks, Corridors and feature lines in addition to basic CAD commands.
- Prepares computer-generated civil engineering drawings according to established standards and procedures for layering/levels and standard drawing procedures for sheet layout.
- Create plan submittals for preliminary, right-of-way, permitting and final bid plans.
- Revises or changes drawings, traces &/or copies existing drawings and completes simple calculations with specific instructions.
- 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:**

- Minimum of high school or technical school training with courses in computer-aided drafting or equivalent experience
- Minimum of three years of experience with AutoCAD or MicroStation. Civil3D or OpenRoads knowledge and experience a plus.
- Practices, techniques, and instruments used in drafting work.
- Experience with hardware and software technology used in providing technical engineering services.

**Work Requirements:**

- Monday through Friday, 8 a.m. – 5 p.m. 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](mailto: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.*