



Title: CADD Tech I

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.
- 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 & 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 CADD Technician II.

Responsibilities/Duties/Functions/Tasks:

- Entry-level position which, under close supervision, provides non-technical, routine, and basic support for assigned projects, using a computer as an aid to drafting.
- Completes detailed drawings from sketches, plans, specification, and written and verbal instructions using CAD programs.
- Revises or changes drawings; traces &/or copies existing drawings and completes simple calculations with specific instructions.
- Reviews work product for completeness and accuracy before returning it to the assignor.
- Maintains schedules and offers progress reports.

Qualifications, Education & Experience:

- Minimum of high school or technical school training with courses in computer-aided drafting or equivalent experience.
- Civil3D or Open Roads knowledge and experience a plus.

Work Requirements:

- Monday through Friday.
- Flexible working hours
- This position could require additional work outside of regular 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.