



## CAD DRAFTER/CAD DRAFTER INTERN

**Position:** Civil Engineering CAD Technician/Civil Engineering CAD Technician Intern

**Department:** Engineering

**Supervisor:** Program Engineer

**Date:** June 13, 2023

### Job Summary

The Civil Engineering CAD Technician/Civil Engineering CAD Technician Intern is responsible for creating site plans and construction drawings using basic computer drafting techniques.

### Supervisory Responsibilities

There are no direct supervisory duties, although management of projects includes directing project-related activities of the project team members.

### Qualifications

- Possess a high school diploma or equivalent.
- Currently enrolled in a program with a focus on AutoCAD, Drafting Technology, or a related field a plus.
- Working knowledge of AutoCAD software is a plus.

### Essential Functions

- Assists other technicians as directed in computer-aided drafting operations and in the production of drawings.
- Works from detailed sketches.
- Understands and follows the company's standard CAD procedures for layering, etc., and standard drawing procedures for sheet layout.
- Coordinates details and dimensions between drawing sheets.

### Required Skills/Abilities

- Attention to detail
- Communication proficiency
- Problem-solving/Analysis

### Physical Requirements

This position may require prolonged periods of sitting and working on a computer. Must be able to lift 15 pounds at times. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

### Travel

Travel is rarely required and would primarily be local and during business hours, though some projects might require more overnight and out-of-area travel.

### Work Authorization/Security Clearance

Applicants Must Be Currently Authorized to Work in the United States. MSA uses the U.S. Department of Homeland Security's E-Verify system to confirm employment eligibility. MSA is a federal contractor, it is to be anticipated that some positions might require security clearances.

### AAP/EEO Statement

MSA is an equal opportunity employer. All qualified applicants will receive consideration without regard to race, age, color, religion, sex, marital status, national origin, disability, veteran status, or other classification protected by law.

### Status

Full-Time, Exempt Position/Part-Time, Hourly (Non-Exempt) Position