



### Job Description - CAD Technician / Architectural Surveyor

#### **JOB SUMMARY:**

Full Time CAD Technician to conduct site surveys, produce accurate as-built plans, and prepare final construction drawings for construction crews based nationwide. Ability to coordinate and multi-task numerous projects within tight deadlines. Retail and/or Convenience store experience a plus. Percentage of U.S. travel required: 50%.

#### **ESSENTIAL FUNCTIONS:**

- Conduct detailed site and building surveys and develop as-built plans while on project site.
- Work in conjunction with field and office staff to revise and develop final plans for contracting, permitting, and client approval.
- Performs fieldwork, documentation, research and drafting tasks of architectural and engineering data as requested by clients or managers.
- Report to management about progress on surveys and plan development.
- Maintain accuracy, quality, completeness and schedule adherence.
- Assist in creating drafting standards.
- Complete Property Conditions Reports.
- Utilize your strong ability to appropriately use technology on survey projects.
- Produce 360 survey documentation.
- Modify drawings to accommodate design changes per specifications of Program Manager and client.

#### **REQUIREMENTS:**

- Bachelor's degree in CAD, Construction or Architectural Technology, or similar field is preferred.
- Demonstrated knowledge of Revit and AutoCAD at a minimum. Knowledge of other relevant software/drafting programs (Sketch-Up, 3ds Max, Photoshop, etc..) is a plus.
- Experience creating as-built plans from existing conditions
- Site survey and development experience required.
- Retail and/or Convenience Store experience preferred.
- Ability to work under pressure and coordinate multiple tasks.
- Good oral and written communication skills.
- Knowledge and proficient use of current site survey technologies.
- Efficient in MS Office including: Word, Excel, and Outlook.
- Strong knowledge of commercial construction techniques, construction documents, building codes, ADA standards, and CAD concepts.
- Ability to lift and carry materials and equipment up to 50 lbs.
- Valid driver's license and clean driving record required.