

## **Job Description: CAD Designer II**

### **JOB SUMMARY:**

Full Time CAD Designer to conduct site surveys, develop accurate as-built plans, and prepare final construction drawings for construction crews based nationwide. Ability to coordinate and multitask numerous projects within tight deadlines. Retail and/or C-store experience a plus. 30% U.S. travel required.

### **ESSENTIAL FUNCTIONS:**

- Conducts detailed site surveys, 360 photos, and develop as-built plans while on site without assistance.
- Develops proposed construction drawings and permit sets.
- Works in conjunction with field and office staff to revise final plans for contracting, permitting, and client approval.
- Reports to management about progress on surveys and plan development.
- Attends and hosts plan review meetings with clients.
- Attends scope walks with CAD manager.

### **QUALIFICATIONS:**

- Graduate of a four-year degree program in Architecture or Construction or graduate of a two-year degree program with a minimum of three years work experience will be considered.
- Three years or more experience with AutoCAD 2007 or higher
- Knowledge with XRef's and layer management
- One year or more of on-site construction survey of existing commercial buildings.
- Retail and/or Convenience Store experience preferred.
- Ability to work under pressure and coordinate multiple tasks.
- General knowledge of commercial construction techniques.
- General knowledge of building codes and ADA standards
- Excellent oral and written communication skills.
- Proficient in MS Office including: Word, Excel, and Outlook.