



CAD Technician Job Description

Full-time position for an architectural CAD technician. This position would provide a recent graduate or experienced technician the opportunity to gain real world experience with a highly respected design-build firm located in the south metro suburb of Lakeville, Minnesota.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide project support in multiple ways – material specifications, development design concepts, rendered images, field verification of existing buildings
- Create drawings and documents utilizing REVIT software
- Coordination of projects with other project team members and consultants
- Perform routine architectural assignments; assignments will include design, document creation for training/development purposes

Competencies:

- Passionate about exceeding client expectations
- Team player with the ability to manage design ideas and client expectations
- Strong verbal and written communication skills
- Self-motivated, well organized

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment & Physical Demands

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, large format printers, filing cabinets and fax machines.

CAD Technician Position Description – continued

Position Type/Expected Hours of Work

This is a full-time position. Standard days and hours of work are Monday through Friday, 8 a.m. to 5 p.m.

Travel

No travel is expected for this position.

Required Education and Experience

- Experience working with CAD software
- Proficiency/knowledge with REVIT software
- Knowledge of AutoCAD

Preferred Education and Experience

- Two years' experience in this field
- Completed drafting degree

EEO Statement

APPRO Development, Inc. shall provide equal access to and opportunity in its employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.