

## Job Description – Drafter/CADD Technician

### Position Responsibilities

A potential candidate will be expected to be able to work independently or within small teams performing engineering drafting services for a wide variety of municipal projects. The successful applicant should be a motivated, self-starting individual that aspires to work in a team environment and work with engineers to create and draft design work for clients.

### Desired Skills and Experience

- Associates or Technical Degree with a focus in Computer Graphics and/or Civil Survey related degree
- 1-5 years of experience in CAD/Civil/Surveying disciplines
- Perform design engineering services for the Municipal Department
- Ability to read and comprehend client standards and specifications, other project related documents and meeting their requirements
- Assist in the management and development of profitable design engineering services
- Perform field / resident engineering and support field services, on an as needed basis
- Assist in general office support and operations as requested
- Assist in preparing Proposals and Statements of Qualifications and other business development functions
- Experience with Microsoft Office (Word, Excel, Access, PowerPoint, Outlook), Adobe Acrobat, and MicroStation (preferred CAD software) or AutoCAD
- Available to work occasional evenings, nights, and weekends when required
- Perform all other duties as assigned by Project Manager(s) or TEG Executive Staff

### About Us

TEG, founded in 2008, provides reliable, sustainable, cost effective solutions to the engineering needs of State, County, and Local Agency clients. Our clients count on TEG's trademark *service at the highest grade*® in all of the lines of business in the public sectors that we serve. TEG considers itself a unique Engineering Consulting firm, allowing our employees flexibility to realize their professional goals. Our professional engineering firm is focused on providing the following services:

- Transportation Planning and Design
- Construction and Resident Engineering
- Municipal Engineering
- Stormwater Management
- Water Distribution
- Land Surveying



TEG is an Equal Opportunity/Affirmative Action employer. TEG fully supports and maintains compliance with all state, federal, and local regulations. TEG does not discriminate against associates or applicants because of race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, protected Veteran status, genetic information, or any other category protected by federal, state, and local laws.

