



CIVIL ENGINEERING ASSOCIATES, INC.

10 Mansfield View Lane
South Burlington, VT 05403

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Web: www.cea-vt.com

CADD Technician:

Civil Engineering Associates is looking for a CADD Technician in which primary responsibilities include preparing civil/structural design and permitting plans with AutoCAD, occasional site information gathering, and post-processing survey data.

Essential Responsibilities:

- Utilizes computer aided drafting, design software and various other computer software packages in the preparation of construction details, design plans, and meeting exhibits.
- Transfers information in numerical, written and sketched, or electronic format from sources such as aerial photographs and computer files to final plans and maps.
- Calculate quantities and perform engineering related computations.
- Responsible for verifying the accuracy of drawings, compatibility of work across disciplines and for checking detail and quantity calculations.
- Identifies errors, problems, or non-standard situations and suggests alternatives.
- Knowledge of client CAD standards and applies these to design drawings.
- Assist the engineer in outlining objectives, requirements, and design approaches.
- Assists in the evaluation of new drafting /design procedures and/or software.
- Performs other duties as assigned.

Minimum Qualifications:

- Associate of Science or Technical School with 2 years of related experience.
- In lieu of education, 4 years related experience.
- Proficient in the terminology and symbols used in survey notes, plans, shop drawings, aerial. photographs, and maps related to a specific Engineering sub-type.

Benefits information:

- Two weeks paid vacation with one week paid sick/personal time, Company–observed paid holidays
- 100% paid health insurance and partial dental insurance coverage
- 401K program with company contribution
- Life insurance, short and long-term disability coverage
- Cafeteria 125 flexible spending arrangement plan
- Flexible work environment
- Tuition Reimbursement
- Performance Bonuses
- Salary Negotiable

Please send cover letter and resume to amy@cea-vt.com

CEA is an equal Opportunity Employer