

Position Summary:

As an entry level position, a CAD Technician I supports professional engineers by preparing moderately complex drawings using computer drafting equipment or standard hand drafting techniques to communicate engineering ideas and information to air transportation industry clients.

Tasks

Under the close guidance and supervision of professional engineers and CAD Manager, for all assignments, the incumbent performs drawing tasks within a wide range of airfield projects such as:

- Horizontal and vertical geometry
- Grading and drainage
- Erosion and sediment control
- Pavement
- Quantity take-offs

Knowledge, Skills and Abilities:

General Knowledge

- Applies prescribed techniques and procedures in accordance with established criteria
- Performs routine technical work which does not require previous experience
- Aviation knowledge or experience not required but preferred

Technical Responsibilities and Skills

- Prepares basic layouts in AutoCAD utilizing general math and trigonometry functions
- Creates and modifies detailed drawings using industry and company standards from hand sketches, layouts or notes provided by engineering staff
- Creates drawings by working in reference files in a world coordinate system
- Produces sets of construction documents
- Proofreads drawings for format and grammar
- Maintains accurate and complete records/documentation pertaining to specific projects
- Basic proficiency in general drafting skills and able to read blueprints
- Basic proficiency in AutoCAD 2006 or higher, MicroStation V8 is required
- Basic proficiency in file management and Microsoft Office applications

Abilities

- Effective listening, written, and verbal communication skills
- Interact with others
- Strong organizational skills and ability to multi-task
- Willingness and ability to work scheduled and emergency overtime as needed

Physical Requirements

- Vision- near, color vision, and ability to focus:
 - Near Vision Acuity- requires clarity of vision at 20 inches or less and ability to read small text/print on documents and computer screen
 - Color – ability to identify and distinguish colors
 - Adjust focus- ability to adjust the eye to bring an object into sharp focus
- Light physical activity- requires exertion up to 20 lbs. of force and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects
- Sitting- remains in seated position for extended periods of time



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Qualifications

- Design and Drafting Associates Degree or Certificate preferred
- 1 – 3 years of experience performing CAD drafting work in a professional setting required

Attributes

- Team player
- Enthusiastic, resourceful, and effective service attitude
- Quick learner and a Self-starter
- Comfortable working in a fast paced and frequently changing environment with multiple and competing deadlines

Note

This job description is only a summary of the typical functions of the job and not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. In addition, responsibilities, tasks, and duties may differ from those outlined and other duties as assigned may be part of the job.



CADD Technician I

Company Description

Airport Design Consultants, Inc (ADCI), founded in 2006, provides high quality airport planning and design services and solutions to clients in the dynamic Air Transportation Industry. ADCI is known for delivering premiere consulting services by concentrating on personalized service from our talented and highly experienced airport planning and design professionals. ADCI develops creative solutions resulting in implementable, on-time projects for facilities that can directly meet future industry changes and challenges.

ADCI is certified as a Small Business (SB), Disadvantaged Business Enterprise (DBE), and Minority Business Enterprise (MBE) by the Federal and multiple state governments (MD, DC, DE, FL, MI, NC, NY, OH, PA, RI, SC, and VA).

With fewer than 15 employees, ADCI's structure permits our entry level staff to quickly gain hands-on, detailed, and professional development experience in and knowledge of a wide-range of areas all under the guidance of our industry recognized engineers. ADCI offers employees a team-based, energetic environment filled with professionally challenging work with a multitude of clients. Our clients include Airport sponsors, Airlines, major Architectural/Engineering design firms, and Fixed Base Operators. Additionally, ADCI is under contract with several major east coast airports as well as mid-size and local airports in the mid-west and east coast.