



**Job Title:** CAD Drafter

**Position Code:** 1521

**Reports To:** TBD

### Job Summary:

The CAD Drafter will work both independently and with project staff members to create, review, and maintain complex designs and drawings.

### *Supervisory Responsibilities:*

- None.

### *Duties/Responsibilities:*

- Handles complex designing and drafting assignments under minimal supervision.
- Creates drawings and models from written and verbal specifications obtained from Project Engineer/Surveyor.
- Works with Surveyors regarding model accuracy, design, drafting standards and design documentation.
- Works closely with Surveyors, Designers, Drafters, and Engineers to ensure coordination design effort is maintained.
- Reviews drawings for completeness and accuracy.
- Maintains all red line revisions of project drawings.
- Updates and maintains drafting log.
- Develops 3D models by analyzing prototypes and 2D drawings.
- Examines and checks engineering drawings for compliance with cited specifications.
- Provides timely technical assistance and solutions to the team.
- Participates in project meetings and conference calls as required.
- Prepares engineering documents for customer submittal.
- Performs other duties as assigned.

### *Required Skills/Abilities:*

- Extensive knowledge of CAD software and other architectural drafting tools.
- Proficient with AutoCAD 16 and Microstation.
- Proficient with Microsoft Office Suite or related software.
- Excellent written and verbal communication skills.
- Excellent organizational skills and attention to detail.

- Excellent independent time management skills with a proven ability to meet deadlines.

***Education and Experience:***

- Associate's degree in CAD Drafting or related field required.
- At least three years of drafting experience required.

***Physical Requirements:***

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to access and navigate all areas of construction sites.
- Must be able to lift up to 15 pounds at times.
- Works both indoors & outdoors.
- Wears appropriate protective clothing and equipment including gloves, ear protection, safety glasses when required.

***Safety Sensitive Position***

This is a Safety Sensitive Position requiring work on project sites, including federal projects. This position may require working at heights, in confined spaces, around heavy equipment, around high voltage, and under constantly changing circumstances. This position will be subject to more stringent drug testing and compliance policies associated with our status as a Federal Contractor.

***Special Note:***

This job description is presented as guidance only, other reasonable tasks or responsibilities as management sees necessary may be added to this job description in order to achieve satisfactory job performance by the team member.

***EEO Statement:***

Brayman and Affiliate Companies are Equal Opportunity Employers. All qualified applicants will receive consideration for employment without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, age, genetic information, disability, veteran status, or on any other characteristic protected by law.