



Civil Engineering CAD Technician

Position: Civil Engineering CAD Technician

Department: Engineering

Supervisor: Program Engineer

Date: September 10, 2024

Job Summary

The Civil Engineering CAD Technician is responsible for producing precise site plans and construction drawings using computer-aided drafting techniques. This role plays a critical part in the design and execution of civil engineering projects, ensuring accuracy and adherence to project standards.

Key Responsibilities

- **Drafting & Design:** Utilize CAD software to create detailed site plans and construction drawings from sketches and specifications.
- **Collaboration:** Work closely with project team members to coordinate details and dimensions across multiple drawing sheets, ensuring consistency and accuracy.
- **Standards Compliance:** Adhere to company CAD procedures for layering and sheet layout, maintaining alignment with MSA's design standards.

Qualifications

- High school diploma or equivalent required.
- Enrollment in or completion of a program focused on AutoCAD, Drafting Technology, or a related field is a plus.
- Working knowledge of AutoCAD software is preferred.

Essential Skills

- **Attention to Detail:** Meticulous approach to drafting and design, ensuring accuracy in all drawings.
- **Communication:** Ability to effectively communicate with team members and supervisors.
- **Problem-Solving:** Strong analytical skills to troubleshoot and resolve drafting issues.

Physical Requirements

- Prolonged periods of sitting and computer work.
- Ability to lift up to 15 pounds as needed.
- Reasonable accommodation will be provided to enable individuals with disabilities to perform essential functions.

Travel Requirements

- Minimal travel required, primarily local and during business hours.
- Occasional overnight or out-of-area travel may be necessary based on project needs.

Work Authorization & Security Clearance

- Applicants must be authorized to work in the United States.
- MSA participates in E-Verify to confirm employment eligibility.
- Some positions may require security clearance due to federal contract obligations.

Equal Employment Opportunity (EEO) Statement

MSA is committed to equal employment opportunities for all individuals. We consider all qualified applicants without regard to race, age, color, religion, sex, marital status, national origin, disability, veteran status, or any other protected classification.

Status: Full-Time, Exempt / Part-Time, Hourly (Non-Exempt)