



CAD Specialist

JOB DESCRIPTION

REPORTS TO: PRODUCTION MANAGER

NON-EXEMPT

JOB SUMMARY

The CAD Specialist works in conjunction with the Designers, Engineers, and Production Managers and is responsible for producing construction documents utilizing AutoCAD Architecture. The ideal candidate will work as a part of a team delivering design and structural drafting services, primarily in the residential market. Individuals must have the ability to focus in a busy, collaborative environment utilizing strong time-management skills to successfully multi-task while producing a high-quality product. Must possess and exhibit a positive attitude and team oriented behavior even in high stress situations.

RESPONSIBILITIES AND DUTIES

- Prepares complex architectural and engineering construction drawings for residential projects utilizing AutoCAD Architecture
- Produces Lot Specific and Master plans in accordance with MCD and/or client-specific standards
- Develops and drafts permit ready plans and details and generates correspondence for clients and managers as needed
- Performs fieldwork, documentation, research and drafting tasks of architectural and engineering data as requested by clients or managers
- Consistently applies MCD's Quality Control procedures and takes ownership of their work
- Manages the proper filing of project submittals, RFIs and other project records both electronic and paper
- Complies with MCD and client-specific standards (CAD, File Management, etc.)
- Participates in occasional team meetings to help resolve project issues such as coordination, scheduling, and technical concerns
- Documents time and expenses using MCD's project management software
- Fosters a culture of external and internal client service
- Other duties as assigned



REQUIRED SKILLS AND ABILITIES:

- Knowledge of residential and/or commercial construction techniques, construction documents, building codes and CAD concepts
- Advanced CAD drafting skills
- Proficiency in Microsoft Office applications, including Word, Excel, Outlook and PowerPoint
- Self-motivated with the ability to meet assigned deadlines
- Ability to communicate effectively verbally and in writing
- Ability to follow markups and instructions and ask questions when needed

EDUCATION AND EXPERIENCE:

- Associates of Science (A.S.) in Architecture, Engineering or Construction-related field or equivalent experience in a professional environment drafting residential construction documents
- 3+ years of experience in AutoCAD Architecture required

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer