



## **CAD Technician**

### **Overview**

The person selected for this position will provide a wide range of technical architectural support work for various commercial, municipal and residential projects. This position may be located in either our Plymouth or Yarmouthport office. We consider this a growth opportunity for the right individual.

### **Basic Requirements**

- Degree from architectural program and minimum 1-3 years experience desired.
- High energy multi-tasking individual who will work on multiple project teams simultaneously and in a collaborative manner
- Work cooperatively with Principals, Project Managers and outside subconsultants
- Work independently for sustained periods of time in a professional, fast-paced environment
- Autodesk Revit, SketchUp & Photoshop proficiency
- Microsoft Suite proficiency
- High degree of technical understanding of building assemblies and detailing for wood and steel framed buildings

### **Basic Job Responsibilities**

Subject to adjustment based upon firm work load and individual capabilities:

- Prepare conceptual, schematic and presentation level 2D and 3D design drawings in conjunction with Project Architect / Project Manager in Revit, SketchUp or Auto-CAD formats
- Prepare design development & construction drawings across all project sectors
- Field measure and preparation of existing conditions drawings
- Meet with prospective clients in conjunction with Principals or Project Architects and support overall marketing activities (e.g. interview preparation/graphic support)
- Prepare Space Use Tables in Excel spreadsheet format
- Prepare written project-specific correspondence including meeting memoranda and distribute to project team
- Prepare Zoning Use Summary Tables
- Begin to review and understand local zoning by-laws and permitting processes and how they may apply to a specific project including Site Plan Review Committees (commercial work), Historic Committees, Boards of Health, Planning Boards etc.
- In conjunction with Principal, assist with preparation of applications to local regulatory agencies and attend public hearings to provide presentation support
- Attend regular coordination meetings with outside consultants (civil, structural, M/E/P, etc.)

- Maintain regular communication with in-house Project Managers, client(s), contractors, etc.
- Conduct product specific research, obtain samples and specification data to assist Project Architect
- Assist with bidding process or contractor selection
- Assist with construction administration activities (i.e. attend site meetings, distribute submittals, prepare and issue sketch clarifications)
- Attend and represent firm with Project Architect at construction meetings as requested

### Compensation

Competitive salary commensurate with experience. Benefits package including paid time off, health insurance, and 401k retirement plan.

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