

Smith Gardner, Inc., an employee-owned civil and environmental engineering firm, is seeking a full-time AutoCAD Draftsman for our Raleigh, NC or Columbia, SC office. This position will help in the preparation of civil engineering drawings, site plans, construction plans, cross sections, and design details utilizing computer aided design (CAD) software and methods. Candidates should hold at least an associate's degree in an engineering technology field or similar with focus on computer aided drafting.

Responsibilities of this position will include, but are not limited to:

- Draft preliminary layouts from engineering notes, sketches, and/or other drawings, ensuring they meet our company and industry standards and codes
- Assist in the completion of engineering drawings
- Complete drawing/project responsibilities within scope, budget, and schedule; reviewing own work for completeness and accuracy
- Organize and maintain all revisions of project drawings, plot files, and project-related information per our company policies and procedures
- Reproduce drawing and document packages
- Provide assistance with other CAD related tasks as directed
- Work with other CAD Team Members, Project Managers, and Project Engineers to understand scope of work, schedule, and budget
- Follow technical aspects and policies of the Department and Company
- Analyze technical problems; devise new or improved techniques, approaches, and alternative solutions; and communicate those to supervisor for approval and implementation
- Participate in scheduled Team meetings and, as needed, project meetings
- Work on multiple project tasks while maintaining a high level of flexibility and meeting deadlines

Qualifications:

- Proficiency with AutoCAD (Civil 3D)
- Proficiency with MS Office
- Knowledge of ArcGIS is a plus
- Strong organizational skills

This is a full-time position with competitive pay based on experience along with excellent benefits.

Submit resume and cover letter for consideration to Smith Gardner, Inc. via email at: info@smithgardnerinc.com