

*Job posted on 2013-07-12 by joanna.distefano; posting expires on 2013-08-15*

**Employer:** Allegheny Surveys, Inc.

**Position:** CAD Operator

**Job Description:** Full Time, Permanent, 40 hours per week

Essential Duties and Responsibilities:

- Work with CAD systems creating, modifying, and releasing drawings and word drawings under direct supervision of a supervisor for use by other departments and customers.
- Work closely with all departments to ensure that the drawings convey the correct information.
- Self-check own work for completeness, accuracy, meeting standards, fits and stack-ups.
- May be responsible for some design elements.
- Work from drawings, sketches or scanned images, customer drawings, or Government drawings or specifications.
- Will use the accepted drawing standards as guidelines.

Education and Experience:

- Degree from a recognized CAD training facility and 2 yearsâ€™ experience, or 4 to 6 years experience in CAD systems.

**Qualifications:** Job Knowledge, Skills and Abilities:

- Must be able to modify existing drawings to minimize the need to create new drawings and create new drawings when necessary in a timely fashion that meet DOD and internal standards.
- Must be able to self-check own work to ensure accuracy and completeness.
- Able to work closely with engineers and other personnel to obtain information or ensure drawing clarity.
- Able to work with minimal supervision, be a self-starter, and be detail-oriented.
- Able to contribute in design reviews and improve job efficiencies.
- Computer literacy in the companyâ€™s software.
- CAD system proficiency.
- Excellent knowledge of drafting standards.

Supervisory Responsibilities:

- None

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**Physical Demands:**

- Light physical effort required.
- Regularly required to sit or stand, reach, bend and move about the facility.

**Personal Protective Equipment:**

- None

**Work Environment:**

- Work usually performed in an office setting free from any disagreeable elements.

Will be required to perform other duties as requested, directed or assigned.

**Perferred Major(s):** Associates Degree - Forest Technology; Associates Degree - Land Surveying; Natural Resource Management - Applied Science; Natural Resource Management - Business/Management; Natural Resource Management - Criminal Justice; Natural Resource Management - Environmental Science; Natural Resource Management - Forest Technology; Natural Resource Management - Land Surveying Technology; Natural Resource Management - Landman Technology;

**Application Instructions:** Email resumes to Melody Matheny, Office Manager at Allegheny surveys (mmatheny@alleghenysurveys.com), or apply online at [www.alleghenysurveys.com](http://www.alleghenysurveys.com) .

**Link:** [www.AlleghenySurveys.com](http://www.AlleghenySurveys.com)