



## **CAD Specialist Position Description**

Pointmap creates customized maps, technical drawings, and report figures using current versions of AutoCAD and ArcGIS. We work with geologists, engineers, and scientists in the agricultural, civil, environmental, forensic, geotechnical, industrial, and mining industries. We communicate openly and effectively with clients and each other, sharing ideas and suggestions for the greater good. We acknowledge our own talents and contributions while respecting and understanding the individual needs and contributions of others.

### **Responsibilities of a CAD Specialist at Pointmap:**

1. Utilize AutoDesk products to prepare: maps, drawings, figures, and details
2. Utilize Microsoft Office (Word, Outlook, Excel) in the creation of map output
3. Follow Pointmap best practices in conjunction with industry and clients' standards
4. Maintain detailed electronic records of time and actions
5. Manage and prioritize projects both self directed and assigned

### **Minimum Qualifications:**

1. Excellent written and verbal communication skills, detail oriented
2. Certificate or associates degree in civil CAD technology or similar
3. 1 or more years work experience using current versions of AutoCAD (Civil 3D a plus)
4. Strong ability to work independently and collaboratively
5. Willingness to learn ArcGIS
6. Self-motivated, client-focused, integrity-driven work ethic
7. Creative with strong math and organizational skills
8. Ability to thrive in a fast-paced environment
9. Willingness to work independently and collaboratively
10. Able to sit at a desk for extended periods of time using hands, vision and hearing

If you are a highly-motivated person that enjoys problem solving and creating quality map output, you might be a good fit to work with the CAD & GIS professionals at Pointmap.

If interested, submit a resume and detailed introductory cover letter.

Please submit resume and cover letter to the attention of Peggy Johnson  
E-mail: [pjohnson@pointmap.com](mailto:pjohnson@pointmap.com) or US Postal: 2345 Rice Street Suite 205 Roseville, MN 55113