



## **AutoCAD Civil Drafter Job Description**

Pointmap creates customized maps, technical drawings, and report figures for engineers, geologists, and scientists working in the civil, environmental, agricultural and geotechnical industries. We are looking for highly-motivated candidates that enjoy problem-solving and creating quality map output. The work involves simultaneously coordinating and managing multiple projects and tasks that frequently require a quick turnaround.

If you love drafting and making maps, thrive in a supportive learning work environment, and enjoy a fast-paced workday; you might be a good fit for POINTMAP.

### **Responsibilities Include:**

- Utilize AutoDesk products to prepare: maps, drawings, figures, and details
- Proficient with Microsoft Office - Word, Outlook, Excel
- Follow Pointmap best practices in conjunction with industry and clients' standards
- Maintain detailed electronic records of time and actions
- Manage and prioritize projects both self-directed and assigned

### **Minimum Qualifications:**

- 2-year degree in Civil Technology, equivalent or similar
- Solid AutoCAD competencies, Civil 3D experience a plus
- Detail oriented, excellent written and verbal communication skills
- Able to work independently and collaboratively
- Self-motivated, client-focused, integrity-driven work ethic
- Creative, with strong math and organizational skills
- Willing and able to learn ArcGIS
- Former field or survey experience a plus

**Resume and cover letter highlighting relevant experience  
should be sent to [info@pointmap.com](mailto:info@pointmap.com).**