



AutoCAD Specialist Job Description

Do you love drafting and making maps? Enjoy learning and applying new technical skills? Would you thrive in a fast-paced work environment with a supportive team of CAD & GIS specialists? If you answer yes to these questions, you might be a good fit for POINTMAP.

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.

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
- Willingness to learn ArcGIS
- Former field or survey experience a plus

**Resume and cover letter highlighting relevant experience
should be sent to info@pointmap.com**