



CAD/GIS 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 while creating quality map output. The work involves simultaneously coordinating and managing multiple projects and tasks that frequently require a quick turnaround.

CAD and GIS Responsibilities Include:

- Utilize AutoCAD & ArcGIS to prepare: maps, drawings, report figures, and details
- Proficiency 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 OR BS/BA in environmental science, geography, or similar
- Skilled in the use of AutoCAD or ArcGIS
- Excellent written and verbal communication skills
- Creative, with strong math and visual comprehension skills
- Self-motivated, client-focused, integrity-driven work ethic
- Strong problem solving and organizational skills
- Ability to thrive in a fast-paced environment
- Willingness to work independently and collaboratively

Enthusiastic candidates should send resume and cover letter to:
Peggy Johnson at pjohnson@pointmap.com

The Trusted Resource for CAD and GIS

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