

## **Entry Level CAD Technician:**

**Position Location: Alexandria, VA (Local candidates only)**

Rotondo Environmental Solutions LLC is seeking an **Entry Level CAD Technician** to join our team. The CAD Technician will be responsible for providing design and drafting services of structural systems to support the engineering and sales staff. Full-time or part-time candidates on a flexible schedule will be considered.

Rotondo Environmental Solutions LLC is a small but growing firm that provides structural stormwater management systems to the construction industry. Our office is located in Alexandria, VA and is near a metro station.

### **Primary Responsibilities:**

- Utilize AutoCAD on a daily basis to create structural drawings for both submission and fabrication to meet project deadlines.
- Review site plans, design information, and manuals to determine critical dimensions for system design.
- Utilize Excel on a daily basis to assist with creating detailed drawings, and to create bills of materials to be used in the manufacture and installation of our products.
- Efficiently produce accurate drawings for review and approval by design staff.
- Help develop and maintain custom and standard details for all product families.
- Interface daily between our sales and engineering staff, Site Contractors, Civil Engineers, and Precast Concrete Manufacturers.
- Prioritize assigned projects based on date due.
- Work independently with minimal supervision.
- Other duties as assigned.

### **Basic Qualifications:**

- Either having or in the progress of earning a Career Studies Certificate or equal in Computer Aided Drafting & Design from a college or technical school.
- 2-3 years AutoCAD experience preferred.
- Proficient knowledge of current version of AutoCAD and 3D modeling.
- Experience and proficient knowledge of Microsoft Excel and Word.
- Ability to accurately read and interpret site plans.
- Ability to work as a member of a team.
- Good communication skills both oral and written. Communication will be via phone, personal and written correspondence.
- Ability to interpret detailed information through oral communication.
- **Local candidates only. No relocation assistance is available.**