



**POSITION TITLE:** CAD Technician  
**DEPARTMENT:** Land Development  
**LOCATION:** New Braunfels, TX  
**CLASSIFICATION:** Non-Exempt  
**COMPENSATION:** \$20.00 - \$27.50 per hour based on experience, plus annual performance bonuses.

Applicants must be currently authorized to work in the United States on a full-time basis

The employer will not sponsor applicants for work visas

**CORE VALUES:**

**Faith:** Guided by Christ.

**Trust:** Do what you say, say what you do.

**Growth:** Active pursuit of knowledge.

**Professionalism:** An integrity mindset through dedication, communication, and respect.

**Ownership:** Our work is our word. Initiate solutions to deliver results.

**COMPANY CULTURE:**

Our mission is to understand and connect with our employees. We do this by creating a collaborative teamwork environment, providing an innovative work experience, and developing employees' career paths while supporting a work-life balance.

**COMPANY BENEFITS:**

- 4 ½ Day Work Week  
Monday – Thursday 7:30 - 5:30  
Friday 8:00 – 12:00
- 50 hours per week-May include some evenings and weekends
- Company Paid Health Insurance (Employee Only)
- Company Paid Basic Life and AD&D
- Optional Life With AD&D
- 401k with Company Match
- Flexible Spending Accounts
- Dental
- Vision
- Voluntary Short and Long-Term Disability
- Accident Insurance
- Group Critical Care
- Hospital Confinement
- Legal Plans
- Identity Theft & Fraud
- Paid Time Off
- Paid Holidays
- Professional Development Assistance
- Signing Bonus Dependent on Qualification

**POSITION SUMMARY:**

**Responsibilities Include:**

- Job requires being reliable, responsible, and fulfilling obligations.
- Must be efficient and able to multi-task.

- Proficiency in Microsoft Office Suite products and .pdf editing tools.
- Excellent organizational skills.
- Excellent teamwork and communication and interpersonal skills to work in a fast-paced environment dedicated to meeting deadlines.
- Attention to detail and thoroughness in completing multi-step tasks with a high level of accuracy.
- Willingness to learn and expand capabilities.
- Ability to develop and maintain professional relationships.

**DUTIES AND RESPONSIBILITIES:**

**Essential Functions:**

- Utilize basic AutoCAD functions in daily work
- Have a working knowledge of CAD standards, Civil 3D features and annotation styles, line styles, sheet set manager and drawing setup.
- Work with engineers and senior designers.
- Inform Project Manager(s) of progress on assigned projects and request work when needed
- Maintain organized work area to allow access of project information by other team members
- Must be flexible to changes in work assignments on short notice and/or daily, as changes occur in project workload

**JOB SPECIFICATIONS / QUALIFICATIONS:**

**Education/Training:**  H.S. Degree / GED     College Degree     Certification/License\*

**Experience:** 2 (minimum)

**Training and Certifications:** Technical degree or certification in Autodesk Civil 3D is preferred. (demonstrated experience without technical degree or certification may be considered)

**Special Skills and/or Abilities:** Knowledge in site layout, roadway design, grading, hydrology, utility design, erosion control, regulatory approvals, etc.

I have read and understand the above job description. I attest that I can work in these conditions, I am able to perform the job functions, and can fulfill the basic requirements/duties, to include any other reasonable requests that are asked of me. I will immediately notify my Supervisor if I am unable to comply with this job description for any reason.

Signature \_\_\_\_\_ Printed \_\_\_\_\_ Date \_\_\_\_\_

Manager Signature \_\_\_\_\_ Printed \_\_\_\_\_ Date \_\_\_\_\_