

Date: April 2021

POSITION: AutoCAD Technician

ROLE: Contributing member of Coastal Engineering & Modeling Team, focused on drafting plans for climate resilience, wetland restoration, and shore protection/restoration projects. Occasional fieldwork using RTK GPS and robotic total station survey instruments may be required. The selected candidate would become an important and essential member of our team as we complete the surveying, design, and permitting for various coastal enhancement projects.

DUTIES AND RESPONSIBILITIES:

The AutoCAD Technician will have the following duties and responsibilities:

- Proficiency with AutoCAD Civil 3D use including:
 - Importing/exporting survey data points and ESRI shapefiles
 - Creating topographic surfaces
 - Managing annotation and layers to accommodate multiple layouts/scales
 - Managing data to ensure appropriate horizontal and vertical coordinate datums and orientations
 - Use of external references and data shortcuts to minimize individual drawing file size
- Prior experience with land surveying fieldwork is not required, but will involve:
 - Working outdoors year-round in all types of weather and all types of terrain
 - Lifting and moving loads of 50 pounds
 - Careful operation of high precision equipment to obtain accurate information
 - Performing duties safely in accordance with proper procedures
 - Managing the collected data to ensure required accuracy and record keeping
- Report writing
- Work successfully with other motivated team members to achieve project goals
- Assure proper archiving and documentation of program data
- Report status of projects to supervisor and complete project assignments within budget and schedule constraints

SUPERVISION EXERCISED

Depending on experience level may include mentoring of junior level staff.

SUPERVISION RECEIVED

From Professional Engineer or Professional Land Surveyor

PERFORMANCE EVALUATION: Based on the following:

- Accuracy and quality of plans and design work
- Efficiency in completing tasks at or below budget
- Teamwork and ability to work effectively with colleagues including mentorship
- Client and team satisfaction with project deliverables

**QUALIFICATIONS:**

0-5 years of related experience. Degree in Engineering/Surveying or related field is required. Previous experience drafting civil engineering and surveying plans, preferably using Autodesk Civil 3D. Proficient in business software including MS Word, Excel, and PowerPoint. Excellent English oral communication, interpersonal, and teamwork skills are required, along with proof of eligibility for employment in the United States.

GENERAL INFORMATION:

- Position will be filled on a part-time/hourly basis or as a full time, salaried position.
- The Woods Hole Group offers full-time employees a benefit package that includes a 401(K) program, health insurance benefits, and competitive vacation and sick time policy.
- This position is based out of Bourne, MA.

Individuals who succeed at Woods Hole Group are pleasant, hard-working, self-starters who share our passion for innovation and commitment to high quality work. Further information about the company:

www.woodsholegroup.com

If this opportunity matches your experience and career visions,
please send resume outlining education, work experience and salary history to:

The Woods Hole Group, Inc.
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E-mail: autocadtech@whgrp.com

AN EQUAL OPPORTUNITY EMPLOYER