

Matrix Design Group, Inc., an employee-owned planning, engineering and environmental consulting firm is looking for a Civil Designer/CAD Technician to join our firm in our Colorado Springs office. This position will primarily support our Development Services Group; however, may also support other disciplines as necessary. The successful candidate will have recent Civil 3-D experience, be able to work independently, and be able to manage multiple deadlines. We are looking for a team member who is motivated, detail-oriented, and committed to providing both our internal and external clients with highest level of support and quality products.

Responsibilities:

- Under general supervision, with some exercise of judgment, prepares computer-generated engineering drawings according to established standards and procedures.
- Prepares civil engineering drawings (roadways and utilities) from rough sketches or from general engineering and design information (verbal instructions and notes) using CADD software programs.
- Revises or changes drawings, traces and/or copies existing drawings and completes simple calculations with specific instructions.
- Understands and follows the company's standard CADD procedures for layering and standard drawing procedures for sheet layout.
- Quality checks all work and work of other designers to ensure complete and accurate plans are provided to engineers.
- Maintains schedules and offers progress reports.
- Completes work within scope, schedule and budget limits.

Knowledge, Skills and Abilities:

- Advanced proficiency in Civil 3-D.
- Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully.
- Communicates changes effectively.
- Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- Exhibits sound and accurate judgment.
- Monitors own work to ensure quality.
- Ability to work independently, think critically and proactively, and work efficiently in a team oriented fast-paced environment.
- Ability to manage a wide range of responsibilities in a flexible manner.
- Willingness to assist with a wide range of projects and work with multiple project managers.

Qualifications:

- Minimum of 6 years of experience as a CADD technician with civil emphasis
- Minimum of high school diploma or technical school training
- Proficient with AutoCAD and standard drafting practices
- Experience with surface development/manipulation, creating alignments, profiles and cross sections
- High level of attention to detail
- Strong organizational and time management skills

All interested applicants must complete the online application and submit along with a resume to <http://www.matrixdesigngroup.com/careers-matrix> .

Matrix Design Group is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or protected veteran status and will not be discriminated against on the basis of disability. Any applicant with a qualifying physical or mental disability who believes s/he requires a reasonable accommodation for any part of the application process should contact us at 719-575-0100 for assistance. We apologize that we are not able to contact all applicants. Only those qualified applicants being considered for interview will be contacted.