



Civil AutoCAD Design Technician (Remote Position Availability)

We are seeking an experienced **Civil AutoCAD Design Technician** to join our team at **Paragon Consulting Group**. The ideal candidate must be a self-starter, adept at setting and meeting goals to complete work independently. This position can be staffed remotely with occasional requirements to report to the office for meetings, etc. Therefore, we are seeking candidates who are already in the **Metro Atlanta/Central Georgia** area.

About Paragon

Paragon Consulting Group is a well-established, multidisciplinary firm with a reputation for providing comprehensive engineering, project management, land planning and development consulting services, transportation planning and design services, program management and construction supervision. We are seeking staff who excel at tackling challenges and are committed to delivering projects for our expanding client base. Benefits include a competitive salary, medical/dental/vision insurance, 401k plan, paid vacation and personal/sick days.

Requirements

- extensive working knowledge of AutoCAD Civil 3D including the ability to produce terrain models, alignments, and storm and sewer profiles and the ability to prepare site, utility, grading and drainage plans, stormwater, and erosion and sediment control plans
- ability to understand Civil 3D template maintenance, Civil 3D dialogue controls, styles, and parts lists
- proficient in production and understanding of Civil Construction Documents
- have experience in working within a set man-hour budget and meet required deadlines and milestones
- proficient with excel spreadsheets, word document, and other software programs necessary to prepare engineering and design documents
- ability to research and obtain standards/codes required by clients and jurisdictions and ensure drawings comply these standards/codes
- ability to perform quality control checks of CAD drawings for completeness, accuracy, and quality
- ability to organize/maintain all revisions of project drawings, plot files and project-related information in a logical and well-structured manner

Education and Experience:

- Successful completion of high school diploma or equivalent
- Associates Degree from an accredited college or technical school a plus
- Two years' experience in production of CAD drawings for a variety of civil engineering projects – Working knowledge of AutoCAD Civil 3D
- Strong technology skills (i.e., CAD, Word, Excel, Outlook, Adobe, etc.)
- Strong analytical and problem-solving skills
- Good written and verbal communication skills
- Detail oriented
- Legal resident of the U.S.
- Knowledge in ESRI GIS and AutoTurn a plus

Paragon Consulting Group, Inc. is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status protected under local, state or federal laws.

As a condition of employment with Paragon Consulting Group, Inc. any successful job applicant will be required to pass a pre-employment drug screen.