



February 11, 2019

Job title: AutoCAD Technician

Part time, full time, or temporary: Full Time, on hourly basis.

Prior Experiences: 0 to 5 years of prior experience using AutoCAD, and/or other related drafting software.

Company name: Duncklee & Dunham, P.C.

Contact person: Donald R. Malone

Instructions about how candidates should apply for the position: Send resume, cover letter, references, and other relevant information to [resumes@dunckleedunham.com](mailto:resumes@dunckleedunham.com)

Reply by date, if applicable: Immediate opening, so please reply promptly.

**Job Description:**

This is a full-time AutoCAD Technician position based out of Cary, North Carolina.

The position is heavily reliant upon GIS. Experience with ArcMap/ArcGIS is preferred.

Job duties include:

- construction of topographic maps, site maps, and hydrogeologic cross sections,
- create digital diagrams and plans based on digital and/or hand-drawn sketches,
- data manipulation and data entry,
- implementation of GIS tools,
- calculate dimensions and scales with precision,
- complete edits to existing maps,
- manage large ArcMap/AutoCAD-related databases,
- assist and coordinate with Duncklee & Dunham staff to complete tasks to meet drafting deadlines.
- utilize computer skills involved in the submittal of daily files, downloading of data, preparation/organization of field sketches and digital photographs, completion of daily checklists, and timesheets, and
- other potential duties such as intermittent field activities such as soil, groundwater, and/or surface water samples.





DUNCKLEE  
& DUNHAM

ENVIRONMENTAL GEOLOGISTS & ENGINEERS

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The successful candidate should be proficient in 2019 AutoCAD Software, ArcGIS, Microstation, Microsoft Excel, and other Microsoft Office applications. The candidate must have a working knowledge of traditional drafting methods, be reliable and punctual, meet deadlines, be willing to learn and work with others, be organized, and have a high level of attention to detail. This is an hourly position with a probationary period of 3 months. Candidate must be able to work in our Cary, North Carolina office, be insurable to drive, and satisfy D&D's and our client's drug and alcohol policy requirements.

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MAILING ADDRESS – POST OFFICE BOX 639 – CARY, NORTH CAROLINA 27512

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