Job Title: CoE Network CAD/BIM Technician

Reports to Operations Manager

RESPONSIBILITIES:

The CAD Technician /REVIT Operator is responsible for working with the Application Engineers to design building systems such as Fire Alarm, Security, HVAC, and Building Controls.

PRINCIPLE DUTIES

1. Responsible for working with the Application Specialists to design building systems.
2. Using AutoCAD or REVIT to prepare project submittal drawings that include device placement plans, riser diagrams, electrical interconnection drawings, device circuit wiring, control cabinet layouts, voltage drop calculations, and battery calculations.
3. Maintain project drawing files, and associated records and documentation in an orderly condition.
4. Operate and maintain CAD equipment, plotter, and printers.

REQUIREMENTS:

Vocational certificate and/or diploma

Minimum Experience: 1-3 years in CAD drafting and REVIT; preferably electrical or mechanical background

Excellent computer skills including knowledgeable with AutoCAD, MS Word, MS Excel, and MS Outlook.

Proficient in reading and understanding construction drawings.

Ability to work independently and as part of a team. Good organizational skills with attention to detail. Interpersonal skills to effectively communicate with both internal and external customers. Demonstrated ability to simultaneously manage a large and diverse number of projects with professionalism, cooperation, and persistence.