



5449 Bells Ferry Road
Acworth, Georgia 30102
770.824.4212

Entry-Level CAD Technician

Job Summary:

GeoLogic is seeking a motivated and detail-oriented **Entry-Level CAD Technician** to join our growing company. This position is ideal for a recent graduate or someone early in their career seeking hands-on experience supporting engineering and design projects. The CAD Technician will assist with preparing detailed drawings, plan sets, and figures, under the guidance of experienced staff.

Duties/Responsibilities:

- Assist Senior CAD Designers in completing various plan sets, detailed drawings, and figures
- Work with the Design team in project setup, revisions, and compilation of design documents
- Prepare and revise CAD drawings using AutoCAD Civil 3D or Carlson Civil design software

Required Skills/Abilities:

- Experience with AutoCAD Civil 3D and AutoCAD design software
- Excellent written and verbal communication skills
- Demonstrated planning and organizational skills
- Ability to coordinate with the Design team to complete tasks on time
- Ability to incorporate mark-ups and redlines from engineers, geologists, designers, or project managers
- Ability to perform basic calculations, measurements, and drafting tasks as needed
- Attention to detail
- Ability to maintain productivity and stay on task
- Willingness to take direction
- An understanding of surveying files and coordinate systems is a plus
- Proficiency using Microsoft Word and Excel
- Ability to solve problems
- Legal authorization to work in the United States (confirmed via E-Verify)
- Ability to pass a background check, drug screen, and OSHA physical
- Clean driving record
- Ability to read schematics, blueprints, and/or technical manuals is preferred



Education and Experience:

- Degree in Drafting and Design, Engineering Technology, CAD Certificate, or equivalent amount of school or work experience in a related field
- Experience reading and interpreting design plans and markups is a plus
- Work experience in the construction industry is a plus

Being authorized to work in the U.S. is a precondition of employment

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. GEOLOGIC DOES NOT SPONSOR WORK VISAS.

EEO statement

We are an equal opportunity and affirmative action employer. Women, minorities, people with disabilities and veterans are strongly encouraged to apply. We are dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, religion, national origin, sex, age, disability, marital status, sexual orientation, gender identity, disability, veteran status, or any other basis prohibited by law.

Benefits

GeoLogic pays 100% of the premiums for Medical, Dental, Vision/VSP plan, Short-term Disability (STD), Long-term Disability (LTD), Accidental Death and Dismemberment (AD&D), Life Insurance, and HealthiestYou. We also offer a 401k program with safe harbor non-elective contribution, and employees are fully vested on the first day of enrollment in the plan.

NO RELOCATION EXPENSES WILL BE PAID FOR THIS POSITION

GeoLogic strictly prohibits any collaboration with recruiting firms, temp-to-hire firms, or other firms that post and forward candidate resumes. If a candidate's resume is forwarded to any employee of GeoLogic, it becomes the property of GeoLogic and no fee will be paid to the sender.