



**COMMONWEALTH
ENGINEERS, INC.**

WE'RE HIRING!

CAD SPECIALIST

Located in Indianapolis, Indiana

Get on Board

Commonwealth Engineers has an immediate opening for an experienced CAD Specialist to assist with various tasks. This is an excellent opportunity for individuals with a degree in Civil Engineering Technology or a related field. Duties include working with project engineers on design activities, supporting senior CAD specialists with 2D and 3D designs, preparing report figures, and performing project field work and survey activities. We are growing and would like to gain a teammate that is excited to enhance their engineering skill set with the assistance of a talented and innovative team.

Ranked as one of the Top Workplaces to Work by IndyStar, Commonwealth Engineers has a strong emphasis on making a positive impact on our communities. By joining Commonwealth, you will be a key player in the water resource engineering services that we provide!

Benefits

- Competitive base salary & annual performance bonus
- Medical, dental, & vision insurance
- Long term & short term disability insurance
- Supplemental Insurance
- AD&D coverage
- Matching 401(k) & profit sharing
- Additional incentive pay for each hour worked excess of the 40-hour schedule
- Paid time off & holidays
- Flexible scheduling
- Professional development opportunities
- Employee outings

Job Duties/Responsibilities

- Collaborate with projects engineers on design activities
- Support Senior CAD specialists with 2D and 3D designs
- Prepare report figures/documents
- Perform project field work and survey activities
- Serve as a construction inspector and work alongside contractors
- Maintain adequate records including a daily log
- Review the contractor's application for payment
- Other duties as assigned

Qualifications/Skills

- Associates Degree in Civil Engineering Technology or related field
- Proficiency with AutoCAD and Civil 3D
- Ability to read construction plans and specifications
- Proficiency with 3D modeling is a plus
- Municipal project experience is a plus
- Excellent verbal and written communication
- Ability to apply technical skills to meet project demands and solve problems for our clients
- Positive attitude and an impressive work ethic
- Clear sense of urgency and self-initiative to meet deadlines
- Attention to details and ability to contribute to a positive work environment
- Willing to learn new skills

How To Apply

Qualified applicants should submit a cover letter and resume to Hannah Jobe at hiring@contactcei.com or apply online at commonwealthengineers.com/careers.

