

# ENTRY LEVEL CIVIL ENGINEERING CADD TECHNICIAN

Do you like working on challenging, innovative projects? Are you interested in working with an experienced, supportive team? Look no further.

**Since 1982.** *Together we provide solutions.* At IIW, our mission is about providing solutions. We work together with our clients to provide solutions that bring them value. We do that with a team of highly qualified employee-owners that have embraced a culture of collaboration.

IIW provides an environment that enhances our employees' professional development, work satisfaction, and the ability to give back to our communities in a real, tangible way. Being recognized as a "Best Firm to Work For" by the Zweig Group, we are committed to living up to that standard. We know our high employee satisfaction has a direct impact on our client satisfaction.

We are currently looking for an **Entry Level Civil Engineering CADD Technician** to enhance our staff and better serve our clients. The position will be based out of our **Dubuque** or **Davenport office**.

## YOUR RESPONSIBILITIES

As a CADD Technician you will play a large role bringing designs to completion for a multitude of project types. The position allows you to work on a variety of projects ranging from street design to wastewater treatment facilities, utilizing cutting-edge software.

- > Utilize Autodesk Civil 3D software to assist with development of engineering documents including drawings, exhibits, and engineering reports.
- > Work under moderate supervision to prepare engineering documents from sketches, notes, layouts, details, and verbal instruction.
- > Develop proficiency with many of the various design tools available in Autodesk Civil 3D software.
- > Develop technical knowledge of project components.
- > Utilize company CADD standards and standard drawing procedures and processes.
- > Assist with development of company CADD standards.
- > Perform quantity take-off calculations and cost estimating.
- > Maintain quality control by self-checking engineering documents.
- > Assist engineer and/or survey crew in collection of field data.
- > Assist with construction admin., including periodic construction inspection, addressing construction questions, and reviewing construction submittals under direction of the Engineer of Record.



**IIW, P.C.** is a multi-disciplined firm providing creative and innovative solutions in engineering, architecture, land surveying, and construction services. IIW has over 75 employees with its corporate headquarters in Dubuque, Iowa; branch offices in Davenport, Iowa and St. Cloud, Minnesota; and satellite offices in Hazel Green, Wisconsin and the Fox Cities, Wisconsin. Want to learn more? Go to [iiwengr.com](http://iiwengr.com) for more information.

## IIW OFFERS

- > Work-life balance
- > Flexible work schedule
- > Remote working options
- > Competitive compensation packages
- > Paid sick and vacation time off
- > ESOP Employee Ownership
- > Strong health care plans
- > Disability insurance coverage
- > 401k program with employer match
- > Continuing education
- > Tuition assistance

## HOW TO APPLY

Please provide a cover letter and resume with your application by email or regular mail.

- > Email: [human.resources@iiwengr.com](mailto:human.resources@iiwengr.com)
- > Mail: IIW, P.C.

4155 Pennsylvania Avenue  
Dubuque, Iowa 52002

IIW is an equal opportunity employer. Women and minorities are encouraged to apply.

## POSITION REQUIREMENTS

- > High School Diploma or Associate Degree (preferred) in an Engineering Technology program with exposure to CADD preferred.
- > Experience with Autodesk AutoCAD and experience with Autodesk Civil 3D preferred.
- > Interest in the following areas desired:
  - Urban street and sidewalk design.
  - Rural roadway and bridge design.
  - Sanitary sewer and storm sewer systems.
  - Water distribution systems, including well design, water main design, and pumping facilities.
  - Wastewater treatment facilities, including wastewater lagoons and mechanical plants.
  - Recreational trail and parking lot design.
  - Land development and site design.
- > Experience in Microsoft Office Suite, including Microsoft Word, Excel, and Outlook.
- > Ability to effectively communicate with staff, clients, contractors, and regulatory agencies.
- > Strong problem solving, organization skills, and mathematical abilities.
- > Attentive to detail and accuracy.

