

# FUNDY Engineering

## Position: Civil Drafting Technologist

### RESPONSIBILITIES:

The Civil Drafting Technologist assumes the following responsibilities:

1. To perform Civil 3D and AutoCAD requirements for Civil department.
2. To assist in preparation of technical reports, and may include design, calculations, preparation of construction documentations, cost estimates and schedules.
3. To coordinate and schedule / plan the projects with the team to ensure completion.
4. To provide technical assistance to colleagues and respond to inquiries that relate to project work.
5. To market and promote services offered by Fundy Engineering.
6. Respond to the needs of the client and to coordinate with other disciplines and office personnel to ensure that these requirements are met.
8. To assist and support colleagues with design, calculations and preparation of construction documentation.
9. To perform public relation functions as they relate to my discipline.
10. To respect company values and policies.
11. To assume any other relevant duties at the request of the (supervisor).

### MINIMAL JOB REQUIREMENTS:

**Education:** Civil Technologist degree or Certification in Civil 3D.

or

**Experience:** 3 years of Drafting experience (AutoCAD, Civil 3D).

**Other Skills:** Organizational skills, communication, leadership, teamwork, analytical capabilities. Ability to operate specific software. Ability to work and make decisions to meet deadlines with limited direction from senior staff. Ability to work in a team setting. The ability to understand, oversee and direct the work of others. Registered as a Certified Technologist with NBSCETT and eligible for other jurisdictions a plus. This position reports directly to the senior draftsman.