



Entry Level CAD Drafter

Stoepfelwerth & Associates, Inc. is a **growing** family owned land surveying and civil engineering company that has been in business in the Indianapolis area for over 50 years. We specialize in the design of subdivisions and multi-family residential developments. However, we also do small commercial projects as well. Our team works with clients to develop tracts of land into a completed development. This includes land planning, zoning assistance, color exhibits, preparation of construction plans, plats, construction staking, and as-builts. We work with clients and their design team all the way through the process. We continue to work with the team until final completion of construction. Our clients include many nationally known builders as well as local production and custom home builders.

Available Position:

We have an immediate opening available in our builder services teams. Technicians for the builders services team are responsible for preparation of plot plans, mortgage surveys, lot fit exhibits, etc. This department works on individual lot drawings and has an extremely fast turn-around for all work. Applicants for this position must know AutoCAD.

Our AutoCAD Technicians:

- Support design and delivery activities for multiple discipline tasks.
- Execute project drawings using AutoCAD application software to produce legible and technically correct drawings in a cost efficient manner.
- Prepare drawings from sketches, descriptions and instructions.
- Make revisions to existing drawings from verbal explanations and revise complex drawings from sketches.
- Assist Engineers in producing design and construction documents.
- Possess an outgoing and positive attitude, are dependable with the ability to work independently as well as part of a team to meet deadlines and provide a high quality of work.

Position Requirements:

All positions require attention to detail and the ability to perform under short deadlines. Typical hours are 8:00 - 5:00 Monday - Friday. Hours vary depending on workload, however, must be available to work overtime as workload increases.

Additional Information:

Relocation assistance is not available for this position.

Stoepfelwerth & Associates, Inc. will not sponsor an employment visa (e.g., H-1B visa, etc) to fill this position.