

CAD Technician (contract)

Engineering Link
Toronto, ON

Engineering Link is growing its team.

We are looking for a **CAD Technician** to join our team. This role is exciting, diverse, and rewarding. The CAD Technician has responsibility for the intake of project work in the building envelope drafting department. This role is cornerstone to manage day-to-day CAD activities and meet project deliverables.

This is a contract position covering a leave of absence. The contract duration is 12-months with the possibility of extending for the right candidate.

This is a perfect opportunity for an individual looking to build their career with a growing building envelope and structural engineering firm in downtown Toronto.

The ideal candidate is energetic, self-motivated, and enjoys working in a fast-paced environment. We are looking for someone who has a strong technical background, management experience, and pays attention to detail on every aspect of project delivery.

Engineering Link offers an open, collaborative work environment and is involved in a variety of commercial, institutional, recreational, and residential projects across Canada. Engineering Link is focused on offering building envelope and structural engineering services as they relate to the science of the built environment.

What we are looking for in the ideal candidate:

Skills

- Adaptable: can pivot to meet project and client needs and is able to focus on multiple projects at one time.
- Entrepreneurial: ambitious, client-focused, and delivers quality work.
- Proactive: takes initiative, analytical, innovative, and is a natural problem solver.
- Team-player: builds positive relationships with colleagues, clients, and acts as an ambassador for Engineering Link.
- Excellent communication skills both verbal and written; including technical writing.
- Excellent organization skills with the ability to manage complex situations with multiple stakeholders.
- Strong leadership and project management skills.
- A motivated self-starter with a demonstrated ability to work independently, as well as, within a team environment.

Responsibilities

- Manage the intake of project work. Effectively communicate with every member of the team to understand project requirements, deadlines, and priorities.
- Prepare AutoCAD design documents.

- Prepare and organize our library of office standards as related to our drafting department. This includes templates, typical details, file naming conventions, and drawing version/revision control.
- Streamline CAD processing to ensure projects are done on time and within budgeted hours.
- Act as the subject matter expert regarding client's CAD standards and procedures.
- Review all drawing submissions for accuracy. This includes verifying all CAD work conforms to applicable codes, standards, specifications, and project requirements.
- Provide staff support and technical guidance for projects as required.
- May facilitate strategic planning in the implementation and transition to other design platforms.
- Coordinate CAD work with external resources when internal capacity is exceeded.
- Maintain weekly CAD resource schedule and update management as required.

Qualifications

- >3 years' experience in a CAD role with an engineering consulting, architecture, or relevant industry is desired.
- Must have strong CAD technical skills and experience in drafting building envelope systems and/or details.

A resume is required when applying.

Engineering Link is committed to promoting diversity and employment equity.

Applicants requiring accommodation at any stage in the recruitment process can contact Human Resources.

We thank you for your interest in our firm. Please note that only those candidates selected for the next step in the recruitment process will be contacted by Human Resources.