

CAD Technician (Co-Op)

Engineering Link
Toronto, ON

Engineering Link is growing its team.

We are looking for a Co-Op CAD Technician to join our Building Envelope drafting department. This role is exciting, diverse, and rewarding.

This is a perfect opportunity for a student or new graduate looking to gain experience 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 AutoCAD technical background 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.

Desired skills, responsibilities, and qualifications you will need to have:

Skills

- Adaptable: can pivot to meet project needs and is able to focus on multiple projects at one time.
- Entrepreneurial: ambitious and delivers quality work.
- Proactive: takes initiative, analytical, innovative, and is a natural problem solver.
- Team-player: builds positive relationships with colleagues.
- Excellent communication skills both verbal and written; including technical writing.
- A motivated self-starter with a demonstrated ability to work independently, as well as, within a team environment.

Responsibilities

- 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 AutoCAD processing to ensure projects are done on time and within budgeted hours.
- Review all drawing submissions for accuracy. This includes verifying all AutoCAD work conforms to applicable codes, standards, specifications, and project requirements.

Qualifications

- Enrolled in an Architectural Technology post-secondary education program, or related program with a focus on AutoCAD/Revit.
- Proficient in AutoCAD design 2D/3D (AutoCAD and Revit).
- Previous co-op experience in an AutoCAD role with an engineering consulting, architecture, or relevant industry is desired.



A resume and transcript 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.