



## **ARCHITECTURAL CAD DRAFTER**

Come explore the possibilities with our award-winning, fast-paced, multi-disciplined landscape architectural, land planning and residential/commercial design services firm located just east of the Minneapolis/St. Paul metro area! Become a key player in challenging, noteworthy projects! We are looking for a talented Architectural CAD Drafter that has the ability to **adapt**, the ability to **learn**, is open to **innovation**, possesses a **love** for work and has an appetite for **growth**.

### **Requirements include:**

- Experience with AutoCAD in Architectural, Landscape Architectural or Civil Engineering disciplines
- Technical and/or design-related degree or certificate in Residential Architecture, Civil Engineering or Environmental Design
- Solid foundation of training and/or knowledge in the building industry
- Quick thinker, Quick learner

### **Candidates must demonstrate:**

- Effective and perceptive listening skills
- Proven use of computer drafting tools and techniques
- Proficient use of drafting standards
- Ability to take excellent notes based on your recollection of discussions
- Capability as a self-starter with the ability to work independently
- Exceptional teamwork skills
- Ability to handle multiple projects simultaneously
- Excellent planning and organizational skills
- Ability to put "what we see" on paper
- Ability to Visualize 3D
- Clear and concise written and verbal communication skills

### **Responsibilities include preparation and editing of concept, preliminary and construction documents for:**

- Residential Communities
- Commercial and Mixed-Use Developments
- Community Amenities
- Parks and Trails
- Landscape Construction Plans

### **Preferred additional experience:**

- Experience within Architecture, Landscape Architecture, Land Planning, Home Building or Engineering environments
- Networking of HP plotters and PC/MAC platforms
- GIS
- SketchUp
- ArchiCAD
- Establishing/Documenting CAD standards
- Grading and/or other civil engineering drafting

### **As a part of our team you will also enjoy:**

- Cutting edge computer technology and software
- High-tech, high-quality equipment
- Collaborative work environment
- Flexible work schedules
- Compensation commensurate with experience and ability
- Medical insurance
- 401(k) participation with employer match



## JOB POSTING: ARCHITECTURAL CAD DRAFTER

Your resume, employment application (available on our web site), and portfolio examples must be submitted in order to be considered for this position. (Please identify your role in the creation of the work product being submitted.)

**Putman Planning and Design**  
Human Resources – ACD Job Posting  
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Hudson, WI 54016

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*Putman Planning and Design is a multi-disciplined Landscape Architectural firm focusing on Master Land Planning, Detail Site Planning, Park, Green and Openspace Design, Amenity Design and much, much more. We are committed to the innovative, creative design of communities, neighborhoods, buildings, parks and spaces. More information can be found at [www.putmanplanninganddesign.com](http://www.putmanplanninganddesign.com).*