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## **DRAFTER** CAREER DESCRIPTION

# **JOB TITLE:**

• Drafter

## **LOCATION:**

• The position is located in our Sacramento office and includes a flexible hybrid work environment

# WORK HOURS:

• 40 hrs/week Full time

# **SALARY RANGE:**

• \$50,000 to \$85,000 per year

## **BENEFITS:**

- Paid holidays and PTO accrual
- 401(k) Profit Sharing Plan
- Company Cell Phone
- Company paid medical and life insurance

## **RESPONSIBILITIES:**

- Assist in preparation of engineered plans
- Assist in data collection and surveying
- Assist in technical report preparation
- Prepare maps and exhibits for construction documentation

## **QUALIFICATIONS:**

- Experience with AutoCAD Civil 3D and/or Arc GIS Pro
- Proficient with Microsoft Word and Excel
- Possess a valid California driver's license with a good driving record
- Must be able to lift/hold 50-pound objects