



UNDERHILL GEOMATICS LTD.
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Survey CAD Technician – Burnaby Office

Underhill Geomatics Ltd. is a progressive geomatics and land surveying firm with offices in Vancouver, Kamloops, the Vancouver Island, and Whitehorse. In operation since 1913, **Underhill** continues to provide technologically advanced, flexible, and efficient geospatial solutions for all our clients' needs throughout British Columbia, Yukon, Northwest Territories and Nunavut.

We are seeking an experienced **Survey CAD Technician** to join our team in the Burnaby head office. As a CAD Technician/Draftsperson, you will be responsible for creating accurate and detailed technical drawings using computer-aided design (CAD) software. You will work closely with Project Managers/Land Surveyors and field staff to create topographic and legal survey plans based on survey data collected in the field and from existing Land Title Office records. This position requires strong technical skills, attention to detail, and proficiency in CAD software.

Responsibilities:

- **CAD Drafting:** Create detailed topographic drawings and legal plans using CAD software based on design concepts, sketches, or specifications provided by Land Surveyors, Engineers, or other professionals.
- **Documentation:** Prepare and maintain accurate and organized documentation, including drawings, project files, and other related records.
- **Drawing Standards:** Ensure compliance with drawing standards, company protocols, and industry best practices to maintain consistency and quality in all CAD drawings.
- **Collaborative Work:** Collaborate with Land Surveyors, field staff, and other professionals to understand project requirements, resolve issues, and produce high-quality topographic and legal plans. **Quality Control:** Conduct thorough reviews of CAD drawings to verify accuracy, completeness, and compliance with project specifications and standards. Identify and resolve any discrepancies or errors.
- **Communication:** Effectively communicate and coordinate with team members and stakeholders to clarify plan requirements, address queries, and ensure timely delivery of plans.
- **CAD Software Management:** Stay updated with the latest CAD software tools and functionalities. Ensure proper management, maintenance, and optimization of CAD software and related resources.
- **Continuous Improvement:** Seek opportunities for process improvement and efficiency gains in CAD drafting and document management. Contribute to enhancing CAD standards and workflows.
- **Health and Safety:** Adhere to health and safety guidelines and practices to maintain a safe working environment during Office-related tasks.



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Requirements:

- Education: High school graduate. Post-secondary education related to Geomatics, or a similar field is a bonus.
- Experience: Previous experience working as a CAD Technician, draftsman, or in a similar role is highly desirable.
- CAD Proficiency: Strong proficiency in CAD software, such as Autodesk Civil 3D, with the ability to create accurate and detailed technical plans.
- Basic understanding of Coordinate Systems and Projections.

Skills:

- Solid understanding of technical drawing principles, conventions, and standards.
- Excellent attention to detail and a strong focus on accuracy and precision in CAD drafting.
- Effective verbal and written communication skills to collaborate with team members, convey technical information, and assist in resolving drafting issues.
- Ability to prioritize tasks, meet deadlines and manage multiple projects simultaneously.
- Flexibility to adapt to changing project requirements and work effectively in a fast-paced environment.
- Strong problem-solving skills and the ability to identify and resolve design-related challenges.
- Strong work ethic, integrity, and professionalism while representing the company and interacting with clients and stakeholders.

Underhill offers a competitive compensation package commensurate with experience. We also offer a comprehensive benefits package, with extended health, health spending account and RRSP. In addition, we offer the opportunity to develop your abilities working with a great team of professionals.

Salary: \$29.00-\$37.00 per hour

If you would like to be considered for this opportunity, please forward your resume and cover letter in confidence to HR@underhill.ca, with subject "*Burnaby CAD Opportunity*". We thank all applicants for their interest; however, only short-listed candidates will be contacted.