



## **CAD Detailer (Greensburg, PA)**

COMPENSATION: Competitive; based upon experience

STATUS: Full time, Exempt Employee

JOB CATEGORY: Technical

CAREER LEVEL: Entry level to mid-career level

EDUCATION LEVEL: Minimum: Associate Degree, Technical Degree or Equivalent Experience

### **JOB OVERVIEW:**

The IDEAL candidate will have 2-5 years of experience working with any of the following: Duct Work, HVAC Piping, ability to read 'specs' and drawings.

In addition, the following characteristics are needed to be a good overall fit for this position:

- \*Technical aptitude with a desire to learn more
- \*Excellent computer skills
- \*Above average communication skills (Both verbal and written)
- \*Outstanding organizational and time management skills
- \*Ability to multi-task and set priorities with consistent follow through
- \*Keen attention to detail is needed
- \*Craves challenges, a bit of a risk taker, quick learner
- \*Shares the company core values: Work Ethic, Accountability, Attention to Detail, Sacrificial and Humility
- \*Professional in demeanor and a true team player
- \*Highly motivated, high energy and positive outlook

### **ESSENTIAL DUTIES:**

- \*Produce HVAC sheet metal drawings and ductwork fabrication schedules
- \*Produce a coordinated model from 2D construction documents and submittals
- \*Produce 3D duct models for field coordination and prefabrication using the following (but not limited to) software: AutoCAD, East Coast CAD, Revit and Navisworks
- \*Run clash detections and produce reports
- \*Prepare layouts and dimension drawings
- \*Work closely with Project Managers, Duct Fabricators and Field contacts
- \*Attend and/or lead BIM Coordination meetings as necessary with other trade and General Contractors
- \*Receive and respond to inbound calls regarding submitted proposals
- \*Extensive usage of Email and Phone.
- \*Produce rooftop equipment location drawings and wall sleeve location drawings

**WORK SCHEDULE/COMPENSATION/BENEFITS:**

**HOURS:** Monday-Friday (8-5) @ the present time. Overtime & Flexibility to work some evenings (with notice) is highly desirable.

**COMPENSATION:** Competitive; based on experience.

**PTO= PAID TIME OFF**

**PAID HOLIDAYS**

**\*\*SPECIAL NOTE:** This position is NOT suited to someone who needs or expecting a full benefits package, as that is not available at this time.

**COMPANY INFORMATION:** [www.TCGDuct.com](http://www.TCGDuct.com)

**NOTE:** Only candidates with the desired qualifications, background and experience will be contacted.

- OK for recruiters to contact this job poster.
- do NOT contact us with unsolicited services or offers

The Cincinnatus Group, LLC.

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