



COLEMAN ENGINEERING COMPANY

200 EAST AYER STREET
IRONWOOD, MI 49938
PHONE: 906-932-5048

• 635 CIRCLE DRIVE
IRON MOUNTAIN, MI 49801 •
PHONE: 906-774-3440

790 MARVELLE LANE, UNIT 3
GREEN BAY, WI 54304
PHONE: 920-264-9404

CAD TECHNICIAN (Surveying & Real Estate)

Position Overview

We are seeking a detail-oriented and self-motivated CAD Technician to join our team in the Appleton, WI area. In this role, you will work closely with Professional Land Surveyors and Project Managers to process field data and create accurate, high-quality CAD drawings for easements and site plans. The position is remote but candidates must be located within a reasonable distance of the office to attend monthly in-person meetings.

Roles and Responsibilities

- **Drafting & Mapping:** Prepare detailed CAD drawings from field notes, sketches, and raw survey data, including boundary surveys, topographic surveys, easement exhibits, and legal descriptions.
- **Data Processing:** Import and process survey field data (total station, GNSS/GPS, robotic instruments, and digital levels) into CADD environments.
- **Surface Modeling:** Generate Digital Terrain Models (DTMs), contour maps, profiles, and cross-sections using AutoCAD Civil 3D or Bentley MicroStation.
- **Document Review & Legal Research:** Interpret title commitments, deeds, easement documents, highway plans, and historical survey records.
- **Quality Control:** Maintain company drafting standards, CAD layer standards, symbols, and cell/block libraries. Perform quality checks on work before technical review.
- **Cross-Functional Collaboration:** Coordinate with field crews, project managers, and staff surveyors to resolve discrepancies in field data and clarify project specifications.

Required Qualifications and Education Requirements

- **Education:** Associate degree or diploma in Computer-Aided Drafting and Design (CADD), Civil Engineering Technology, Land Surveying Technology, or a related field (or equivalent combination of education and hands-on experience).
- **Software Proficiency:** 2+ years of professional drafting experience using AutoCAD Civil 3D and/or Bentley MicroStation.
- **Domain Experience:** At least 1 year of hands-on experience in Land Surveying drafting or Real Estate graphics/title mapping.
- **Technical Skills:**
 - Strong understanding of basic surveying concepts (bearings, distances, coordinates, COGO calculations, datums, and projections).
 - Ability to read and interpret deeds, title documents, boundary maps, and legal descriptions.
- **Core Competencies:** High attention to detail, strong spatial awareness, solid mathematical skills, and clear verbal/written communication.

Preferred Skills

- Experience working with MicroStation or Civil 3D CAD platforms.

Coleman Engineering Company (CEC) offers competitive salaries and benefits, including matching 401K; access to different health insurance plans; paid vacation, sick & holiday time; company paid life and disability insurance; and cell phone reimbursement. CEC offers the opportunity to advance your career in a professional and challenging work environment, but in a laidback atmosphere with a small company feel. Please email resumes to llindquist@coleman-engineering.com. EOE