



A CIVIL GROUP

CIVIL ENGINEERING - PLANNING - SURVEYING

JOB DESCRIPTION

TITLE: AutoCAD/Civil 3D Technician
LOCATION: On Site - 3401 W Broadway Business Park Ct Columbia, MO 65203
STATUS: Full Time Salaried Position
PAY RANGE: \$45,000 - \$79,000 Annually

ABOUT US

A Civil Group, LLC (ACG) was founded by Jay Gebhardt in October of 2000. Since that time, it has developed into a civil design and surveying firm that prides itself on outstanding customer service and the ability to provide high quality, cost-effective and timely results. A Civil Group encourages a relaxed collaborative atmosphere that promotes a good work-life balance, without compromising productivity.

SUMMARY/OBJECTIVE

We are seeking a detail oriented and motivated Civil CAD Technician to join our team. This position will work on civil engineering projects across Mid-Missouri and will be part of a collaborative team supporting land development, municipal, and infrastructure projects from concept through construction. This position supports our civil engineering team in the preparation of accurate technical drawings and design documents. The CAD Tech will work closely with engineers, surveyors, and project managers to produce high quality CAD drawings for a wide range of civil engineering and planning projects.

KEY RESPONSIBILITIES

- Create and update Civil 3D drawings and models for:
 - Site development and grading plans
 - Roadway layouts
 - Stormwater, sanitary sewer, and water systems
 - Erosion and sediment control plans
 - Entitlement application exhibits
- Build and manage surfaces, alignments, profiles, pipe networks, and corridors in Civil 3D.
- Help keep drawings compliant with local standards.
- Coordinate with engineers, surveyors, and other team members to keep projects moving.
- Revise plans based on review comments from engineers, clients, and local jurisdictions.
- Keep CAD files organized and consistent with company standards.

REQUIRED QUALIFICATIONS

- Degree or certificate in CAD, Civil Engineering Technology, or similar (or equivalent experience).
- Solid experience using AutoCAD Civil 3D in a civil engineering environment.
- Understanding of civil site design basics (grading, drainage, utilities).
- Ability to read survey data, plan sets, and design notes.
- Attention to detail and pride in producing clean, professional drawings.
- Appreciation of constructive feedback to refine skills.

PREFERRED SKILLS & EXPERIENCE

- Experience with land development or municipal projects.
- Familiarity with local permitting agencies and standards.
- Experience with Bluebeam and/or Adobe Acrobat Pro
- Experience with Microsoft Word and Excel.

WHAT WE OFFER

- Competitive salary based on experience
- Professional development
- Health, dental, and life insurance
- Retirement plan with employer contribution
- Paid time off
- Paid holidays

