



CAREER OPPORTUNITY

The National Works Agency, an Executive Agency of the Government of Jamaica is seeking suitably qualified individuals for the under-mentioned position.

C.A.D TECHNICIAN (LEVEL 3)

QUALIFICATION AND EXPERIENCE

- Associate's degree or technical certification in CAD design or a related field
- AutoCAD and computer training
- Certificate in Draughting
- Proficient in CAD software, such as AutoCAD
- 2+ years of experience in CAD drafting and design, preferably in infrastructure projects.

SKILL REQUIREMENTS/KEY COMPETENCIES

- Team Player
- Competence in computer applications
- Competence in interpreting engineering designing and interpreting engineering drawing, briefs, diagram.
- Flexibility
- Ability to develop and interpret sketches, surveys and other drawings for the preparation of final working drawings.
- Familiarity with civil engineering and surveying principles and practices.
- Strong attention to detail and ability to work accurately and efficiently.
- Strong problem-solving skills and ability to manage multiple projects simultaneously.
- Ability to work collaboratively in a team environment.
- Excellent communication skills, both verbal and written.

REPORTING RELATIONSHIP

Reports to: Senior C.A.D Technician

PRINCIPAL FUNCTIONS

- Prepare engineering drawings for bridges, culverts, retaining walls, drainage, tanks and other engineering works along with architectural and cadastral/survey drawings with minimum supervision.
- Assist with the filing, storage and retrieval of drawings.
- Interpret architectural, engineering and survey sketches and details for the preparation of final working drawings.
- Create and modify CAD drawings and designs in compliance with company standards and project requirements.
- Work closely with Engineers and other stakeholders to understand project specifications and requirements.
- Develop detailed engineering drawings, plans, and profiles for roadway and drainage projects.
- Assist in the preparation of quantity take-offs, cost estimates, and other project documentation.
- Coordinate with other departments, such as surveying and construction, to ensure accuracy and completeness of project plans.
- Attend project meetings and provide technical expertise as required.
- Follow industry best practices for CAD design and drafting, including proper layering, annotation, and documentation.
- Assist in the development and implementation of CAD standards and procedures.

CURRENT SALARY : \$2,109,302.00 per annum

**Applications should be submitted no later than
Thursday, July 31, 2025 to:
Human Resource Manager
National Works Agency
140 Maxfield Avenue, Kingston 10 or
Application can be sent via email to:
Recruitment@nwa.gov.jm**

**The Agency thanks all applicants in advance.
Only individuals short-listed will be contacted.**

"Developing Safe, Reliable & Quality Roads"