



Company: Tarragon L.L.C.
Position: AutoCAD Technician and Research Analyst
Salary Range: \$65,000-\$85,000
Position Location: Seattle, Washington

POSITION SUMMARY:

Tarragon is actively seeking a highly skilled and motivated AutoCAD Technician + Research Analyst to join our team and contribute significantly to our diverse projects. The role involves zoning analysis, research compilation, project support, and visual aid creation. Proficiency in AutoCAD, Bluebeam, and SketchUp, along with strong technical skills, is crucial for providing valuable support to development and construction teams.

This role offers a unique job perk: the opportunity to gain first-hand experience by working closely with our development team. You will have the chance to immerse yourself in the world of development, gaining valuable insights and hands-on experience. This perk not only provides a unique learning environment but also fosters collaboration and growth within our team.

POSITION DUTIES AND RESPONSIBILITIES:

Project Research and Feasibility Studies:

- Work with the development team to compile research, plot information, and draft visual aids to support projects.
- Develop working understanding of zoning codes of different jurisdictions through independent research.
- Develop design concepts for presentations to the development team and executive leadership.
- Produce feasibility documents with site plans and analysis.
- Collaborate on designs with the development and construction teams.
- Assist in the creation of graphics, diagrams, and renderings for the development team.

Technical Support:

- Take on-site measurements and walk project sites with development team, transferring collected data into AutoCAD.
- Proficiently use AutoCAD, SketchUp, Microsoft Office, and Adobe products for project design and documentation.
- Support the construction and development team by preparing technical documents and deliverables, including calculations and quantity take-offs.

REQUIRED EXPERIENCE AND ABILITIES:

Education and Experience:

- Degree or experience equivalent in AutoCAD, Architecture, or related field.
- Prior experience as an AutoCAD Technician in the architecture, real estate, or construction industry.
- Knowledge of zoning codes a plus.



Technical Skills:

- Proficiency with AutoCAD, SketchUp, Bluebeam, Microsoft Office, and Adobe products.
- Experience with GIS and other mapping software.
- Strong understanding of architectural and engineering principles.
- Strong computer graphics and rendering skills.

Other:

- Excellent communication skills, both verbal and written.
- Ability to convey complex technical information to non-technical stakeholders.
- Keen attention to detail and accuracy in drafting and documentation.
- Time management flexibility: ability to meet short deadlines and develop high quality products.

BENEFITS PACKAGE:

- Medical, Dental, and Vision
- FSA Health and Dependent Care
- Group-Term Life
- Long-Term Disability
- Voluntary Life Insurance
- Employee Assistance Program
- 401(k) with Company Match
- PTO
- 9 Paid Holidays
- Bereavement Leave
- Jury Duty Leave

HOW TO APPLY:

If you are interested in being considered for this position, please submit the following materials to jobs@tarragon.com:

- Resume
- Cover letter
- References

We are an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or gender identity, marital or veteran status, or any other legally protected status.