CADD Technician

Koorsen Fire & Security, one of the nation’s largest privately held fire & security services companies, is in search of a CADD Technician at our Corporate Office located in Indianapolis, IN. It is preferred that candidates have strong customer service, communication, and computer skills. If you have the experience and/or feel that you have the ability, the characteristics of charismatic and customer service oriented associate and wish to work in a rewarding industry that protects life and property, we are interested in hearing from you.

Koorsen offers a competitive compensation package, including: quarterly profit bonus program, Medical/dental/prescription benefit package, Company paid life insurance, 401k program with company match, Paid holidays, PTO (paid time off for combined vacation and personal days), Tuition reimbursement, Uniform program.

We also provide a number of voluntary benefits such as additional life and disability coverage, vision plan, Prepaid Legal Shield and Identity Theft Protection Plan. Many associates also take advantage of the discounts we offer on fire prevention and security systems for the associates’ home.

Primary Functions:

- Prepare project drawings, specifications and schematics.
- Coordinate project needs with other Koorsen staff.
- Service customer project needs to specifications.
- Promote Koorsen products and services.
- Assist with maintaining established customers and developing new business.
- Timely completion and processing of required paperwork.
- Representing Koorsen in a professional positive manner.
- Customer service, satisfaction and communication.
- Continued communication and cooperation with Koorsen staff.
- Follow Safety rules and good driving habits.
- Follow Koorsen policies and procedures.
- Miscellaneous duties as assigned by supervisor.

Education and Experience Requirements:
- Minimum High School Diploma or G.E.D., with 5 years working experience OR
- Associate or Bachelor’s degree from an accredited college or CADD technical school with 2 years related working experience.
- Preferred minimum NICET Level 2 in Fire Alarm, Fire Sprinkler or Fire Suppression.
- Added plus to have knowledge of REVIT and X-REF’s.

Skills Requirements:

- Customer oriented interpersonal skills
- Electrical and/or Mechanical knowledge and abilities.
- Ability to perform suppression agent flow calculations, voltage and battery load calculations.
- Ability to read, interpret and prepare engineered drawings, specifications and schematics.
- Must be willing to attend training sessions.
- Must have or be able to obtain any required Certification.

Essential Functions:

- Must be able to read, write, speak and comprehend acceptable business English.
- Must maintain regular and punctual attendance.
- Must have above average mathematical skills.
- Must have above average organizational skills.
- Must have above average CADD ability in both speed and efficiency in a fast-paced environment.
- Must be proficient with Excel and other Microsoft Office computer skills.
- Must be able to recognize safety alarm sounds and sights.
- Must be able to work efficiently in an office environment.
- Constant (5-8hrs/shift) sitting, talking, repetitive motions, eye/hand coordination
- Occasionally (Up to 2hrs/shift) lifting, carrying, pushing, pulling, balancing, stooping, and crouching
- Rarely (minimal) climbing, feeling, crawling, and exposure to weather