



# DEPARTMENT OF TRANSPORTATION

## Plan Development CADD Lead | Salary Range: \$27.74 - \$37.83 / hourly; \$57,921 - \$78,989 / annually

Are you looking for an exciting opportunity to get your foot in the door with State of Minnesota? If so, come join our team at MnDOT in **Detroit Lakes, MN!**

**WHY WORK FOR US? Check us out:** <https://mn.gov/mmb/careers/why-work-for-us/>

*This position is located at the Detroit Lakes Headquarters and has the flexibility to telework up to 2 days per week or work in the office every day. The incumbent will be required to make a telework arrangement with their supervisor. The incumbent will be expected to work in the office as determined by policy and discussion with their supervisor.*

**\*\* The Minnesota Department of Transportation does not sponsor applicants for work visas or Optional Practical Training Extensions for STEM Students. Individuals must be legally authorized to work in the US at the start of employment.**

Our **Plan Development CADD Lead** position will serve as a pre-design squad leader in the preparation and review of construction plans and serve as an expert in the application of design practices and their relationship to other functions to ensure that construction plans meet MnDOT and ADA guidelines and standards.

### **Examples of work for this specific vacancy include but are not limited to:**

- Develops geometric layouts, profiles and cross sections according to MnDOT standards for review by MnDOT staff and the public.
- Directs and evaluates preliminary layouts in accordance with MnDOT policy and MnDOT design standards and computer aided drafting and designing (CADD) data standards so all necessary information is included in the layout.
- Determines and documents to what extent a proposed project will affect the social, economic and environmental attributes of the project's location in compliance with MnDOT's Highway Project Development Process (HPDP).
- Recommends viable mitigation alternatives and then coordinates the mitigation decided upon with appropriate clientele, within guidelines provided by the employee's supervisor.
- Prepares conceptual layouts and sketches, cost estimates, scoping documents and drawings used for investigating a variety of possible solutions.
- Uses and maintains project information in an efficient manner so that information is readily available for layout preparation and other uses.
- Conducts background research on assigned issues.
- Participates in public meetings and may prepare communications exhibits, models, visual graphics and reports for community development activities.
- Maintains CADD files, back ups, and related project archives

**WHAT'S IN IT FOR YOU? Learn more about our benefits:** <https://mn.gov/mmb/careers/why-work-for-us/benefits/>

- **Health & Wellness:** Low-cost medical, dental, vision, & prescription drug plans; health, dental, & dependent care spending accounts; Employee Assistance Program (EAP), health & well-being resources
- **Financial Well-Being:** Public pension plans, deferred compensation plan & health care savings plan; life insurance, short & long-term disability insurance, & paid parental leave
- **Professional Development:** Tuition assistance, employee education, leadership development
- **Work/Life Balance:** Paid vacation & sick leave including 12 paid holidays each year
- **At-Work Benefits:** Employee Resource Groups, employee recognition, employee activities, fitness center at our Central Office

**Here are the Minimum Qualifications:**

The level of experience to perform this job at the TS level can be achieved with:

- Four years of experience performing preliminary design activities or related activities.
- A combination of one year experience in any of the following areas: design, roadway or bridge construction, materials, soils, surveys, and/or right of way may substitute for year of experience performing preliminary design activities.
- Note: A Two year Civil or Construction Technology Degree or the following four-year degrees: Architectural, Civil or Mechanical Engineering; Land Surveying / Geomatics; or equivalent may substitute for one year of experience. (In order for education coursework to be considered in lieu of work experience you must submit a copy of your transcripts).
- Working knowledge of English sufficient to read, write, speak and understand oral and written information; communicate with employees and the general public in-person or via two-way radio and other electronic devices; and to maintain routine written logs and simple records.

**APPLY ONLINE BY 6/2/2025 (only applications received on [mn.gov/careers](https://mn.gov/careers) will be considered)**

1. Go to [www.mn.gov/careers](https://www.mn.gov/careers) & click “**Search Open Positions**”
2. Enter the Job Opening ID “**86090**” in the Keywords search box & click “>>”
3. Click on the Job Title to view the job posting & click “**Apply for Job**”
4. When prompted for your **Referral Source**, please list: **Ellen**

Visit <https://www.dot.state.mn.us/careers/> for a listing of all our MnDOT job openings.

**Questions? Contact Ellen Behrhorst (MnDOT Recruitment Specialist) - [Ellen.Behrhorst@state.mn.us](mailto:Ellen.Behrhorst@state.mn.us) | 612.346.8330**