

## **Survey CAD Technician – Little Rock**

McClelland Consulting Engineers, Inc. is looking for a Survey CAD Technician in our Little Rock, Arkansas office. The Survey CAD Technician's primary job is to use software to convert designs into technical drawings. This job operates in a professional office environment.

### **ESSENTIAL FUNCTIONS**

- Optimize best practices for CAD design
- Create and prepare detailed working plans and/or scale drawings for projects from engineering field notes
- Produce drawings in accordance with company CAD standards and specific project and client requirements
- Effectively communicate with CAD manager, other CAD team members and engineers
- Revise plans per redlines or review comments and communicate with engineering and/or project manager, if needed
- Open to learning and embracing new technologies in the CAD/GIS spectrum to complete tasks related to job or assignment

### **COMPETENCIES**

- Proficient in AutoCAD, Civil 3D & Trimble Business Center
- Knowledge and ability to import, process and analyze field data
- Knowledge and ability to prepare ALTA survey designs
- Knowledge and ability to design and develop surveys
- Knowledge and ability to complete alignment sheets and drawing improvements
- Strong communication skills
- Experience in MS Word, Excel and Outlook

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

## **Required Education & Experience**

- Associate's Degree in Drafting or Survey
- Two or more years of CAD design experience
- Must be eligible to work in the United States

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This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

## **About MCE**

MCE is a regional, multidisciplined engineering consulting firm with more than 130 employees throughout four offices in Little Rock, Fayetteville and Fort Smith in Arkansas, and Tulsa, Oklahoma. We are focused on providing exceptional customer service by committing our time, energy and professionalism to complete projects that enhance the quality of life, improve infrastructure and offer positive economic impacts to improve the communities where we serve, live and work.