

## **CAD Technician – Little Rock**

McClelland Consulting Engineers is expanding and looking for a full-time talented CAD Technician to join our team in Little Rock, AR. This job operates in a professional engineering office. We work together in a collaborative environment and understand the value that each person contributes to the success of a project. While working here you will be surrounded by positive staff and have opportunities for career advancement.

The CAD Technician's primary job is to use computer software to convert designs into technical drawings.

### **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 other CAD team members and engineers
- Revise plans per redlines or review comments and communicate with engineering and/or project manager, as 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
- Knowledge and ability to import, process and analyze field data
- Knowledge and ability to create alignments, plan and profile sheets, grading models, drawing improvements, complete alignment sheets, utility profiles, cross sections, corridor grading, grading models and drawing improvements
- Strong communication skills
- Experience in MS Word, Excel and Outlook

### **Position Type/Expected Hours of Work**

Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 8 am to 5 pm, and must work 40 hours each week to maintain

full-time status. Occasional evening and weekend work may be required as job duties demand.

## Required Education & Experience

- Associate Degree in Drafting or Survey
- Two or more years of CAD Design experience

## Benefits

- 401(k)
- 401(k) match
- Dental insurance
- Flexible spending account
- Flexible schedule
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Tuition Reimbursement
- Vision insurance

## About MCE

MCE is a regional, multidisciplined engineering consulting firm with more than 140 employees throughout three offices in Little Rock, Fayetteville and Fort Smith, and one to open soon in Rogers. 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.

MCE is an equal opportunity employer offering a competitive benefits package and opportunity for career growth.