



## S. W. HOWELL, INC.

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Texas Engineering Firm #F-173  
Texas Surveying Firm #F-100147-00

### Job Description for CAD Technicians

Responsible for operating AutoCAD based MSCAD embedded, including creating, updating, and modifying drawings from surveys. Creating graphical representations of various survey related projects, performs various calculations, and reduces data from field observations.

#### Basic Tasks

- Transforms data (deeds, drawings, sketches, etc.) into working documents that meets the needs of the client or governmental agencies as stated in the work order.
- Updates and modifies surveys to incorporate data from engineering projects
- Utilizes all features of MSCAD to generate documents that are geographically located both 2D and 3D
- Ensures that work done meets with company standards for consistency in use of fonts, layers, templates, etc.
- Supports a field survey crew engaged in making plane and/or geodetic surveys for construction, topographic, right-of-way, and control survey projects with data and calculations
- Bring questions regarding work order requirements to be brought to RPLS or PE
- Completed work to be brought to RPLS or PE for review.

#### Job Requirements

- Associate degree or completion of a technical trade school in CAD, drafting or related field (preferred)
- Two years or more of related work experience, or any combination of experience or training that provides the required KSAs (knowledge, skills and abilities)
- Understanding basic survey field techniques to prepare drawings related to the field work.
- Ability to communicate effectively with management and co-workers
- Skills in analysis, mathematics, proof reading and problem solving
- Must be Thorough but have a good sense of time relating to the task at hand
- Strong problem-solving abilities, organizational and interpersonal skills is a plus
- Fluent in Spanish is a plus

#### Benefits

- Pay: \$25.00 up depending on expertise
- Flexible schedule 8 hour work day
- Health insurance
- Paid time off
- Tuition reimbursement
- Monday to Friday