

Morris P Hebert Inc

Employment

AutoCAD Drafter

This position is: Full Time

Position Location: Houma. LA

CAD Drafter Survey Technician

The role of the CAD Drafter/Survey Technician is to provide AutoCAD Drafting support in the Land Survey field.

Essential Qualifications:

- Associates Degree or Certificate + 3 years min. of related work experience
- Completion of NSPS-ACSM Certified Survey Technician Level II Test a plus

Key Tasks:

- Create, edit, and maintain drawings, documents and spreadsheets to MPH/Client's CAD standards per supervisor's instruction (verbal or written).
- Printing/Reproduction - Print and reproduce documents of various sizes utilizing all MPH printers, plotters, scanners and copiers, and electronically package drawings for delivery to client. Fold and bind hard copy drawings when required.
- Organizing, Planning and Prioritizing Work – Developing specific goals and plans to prioritize, organize, and accomplish assigned work.
- Gathering Information – Observing, receiving, and otherwise obtaining information from all relevant sources.
- Prepare calculations of heights, depths, relative positions, property lines, pipelines, power lines and other characteristics of terrain. Compute geodetic measurements and interpret.
- survey data to determine positions, shapes, and elevations of subsurface and topographic features.

Responsibilities:

- Perform specific mapping tasks as defined by supervisor with little or no assistance required.
- Assist CAD Manager with development of Standards, Templates, and Procedures.
- Assist subordinates with day to day tasks, provide mentoring for subordinates.
- Perform survey calculations/QAQC survey data as directed by assigned Project Manager.
- Developing and Building Teams – Encouraging and building mutual trust, respect, and cooperation among team members.
- Interpreting the Meaning of Information for Others – Translating or explaining what information means and how it can be used.
- Communication - Participating in discussions and meetings with other members of the CAD Department, Project Managers and Survey Crews.
- Training - Participation in all CAD training sessions and CST training sessions. Learning to efficiently utilize software and techniques that will allow the department to produce higher quality maps/drawings efficiently. Communicate training needs with CAD Manager.
- Out of Town Assignments - Out of town assignments are occasionally offered where participation is voluntary. This usually requires overnight stays and long-distance travel.
- Field Work - Field work opportunities are occasionally offered where participation is voluntary. This usually requires learning new skills, equipment, etc.

Work Conditions:

- Sitting or standing for extended periods of time.
- Participation in training sessions, presentations, and meetings.
- Continuous use of adaptive communication including keen listening skills.
- Ability to concentrate and simultaneously adapt to changing priorities on a regular basis.

Environment:

* works primarily in an office environment.

MPH, Inc. offers an Excellent Benefits package and competitive compensation.

* Morris P. Hebert, Inc. is an Equal Opportunity Employer.

Job Type: Full-time