



CAD Technicians **Alexandria/Ruston, Louisiana**

Meyer, Meyer, LaCroix & Hixson LLC. is seeking CAD Technicians in our Alexandria & Ruston, Louisiana offices. These positions are for experienced CAD Technicians interested in preparing advanced engineering drawings utilizing CAD systems for a variety of projects. Projects are generally related to public and private utilities, transportation and site development. As an established company with over 50 years of success, we are continuously growing and expanding and are seeking individuals to help us continue to do so.

Responsibilities

- Works closely with project engineers or survey personnel in producing design documents.
- Produces plans, profiles, and detail drawings, maps and illustrations using CAD systems by incorporating standard and typical details or field data as directed.
- Develops plans/drawings and details for projects with guidance from engineer or designer.
- Assists in the preparation of quantity take-offs for cost estimates.
- Responsible for the reproduction of plan documents.

Knowledge, Skills, & Abilities

- Must have a comprehensive knowledge of design and drafting techniques, engineering drawing, CAD/graphics, computer model work, and the interpretation of technical drawings.
- Must have an advanced working knowledge of computer and CAD systems.
- Ability to understand and use established company standards for drafting including layer names; line and character styles; drawings and file names for sheet layout
- The ability to prepare plan and profile sheets, grading and utility plans using Civil 3D
- Effective interpersonal skills for interaction with colleagues and clients

Education and Experience Requirements

- Must have completed advanced courses in drafting and CAD operation or have at least 3 years of progressive CAD experience.
- Other combinations of applicable education, training, and experience which provide the qualifications necessary to perform effectively in this position may be considered.

The successful candidates will have strong problem-solving skills with a superior work ethic and the desire to advance. These individuals will be self-starters with the ability to work independently or with team members as needed. Proficiency with AutoCAD Civil 3D, Microsoft Word and Excel is required.

Interested candidates should submit a resume and cover letter to Meyer, Meyer, LaCroix & Hixson Inc., Attention: Human Resources, 100 Engineer Place, Alexandria, LA 71303, or 2313 Commons Court, Suite 2, Ruston, LA 71270. Applicants may also submit by e-mail to mmlh@mmlh.com. For more information about MML&H, please visit our website at www.mmlh.com.

Meyer, Meyer, LaCroix and Hixson is an Equal Opportunity Employer.