

Optim

www.optimsoftware.com

POSITION TITLE: AutoCAD Technician

JOB LOCATION: Reno, NV

POSITION DESCRIPTION:

Optim is searching for a full-time AutoCAD Technician to join their team. Our company uses a combination of proprietary and nonproprietary software and equipment to create an underground image of the subsurface which includes seismic and utility data. The ideal AutoCAD Technician will be proficient in the use of AutoCAD and Civil 3D and have a working knowledge of underground utilities to be able to combine several data sets into one final product. This is a full-time position and/or contract position. Salary will commensurate with experience.

Some of the duties and tasks you will be responsible for:

- Experience with AutoCAD and Civil 3D drafting
- Possess good communication skills and be able to multi-task
- Responsible for project schedules and timely completion of projects
- Keep supervisor informed of workload and any changes in project scope or additional services
- Turn GPS point coordinates into lines and pipes representing underground utilities
- Cooperate with locators, data analysts, and other office personnel to complete projects

PREFERRED QUALIFICATIONS:

- Proficient in the Autodesk suite of software; primarily AutoCAD and Civil 3D: 1 year (preferred).
- Proficient knowledge of underground utilities: 1 year (preferred).
- Good verbal and written communications skills.
- Proficient with Microsoft Word, Outlook, and Excel.
- Self-motivated with the ability to deliver excellent service.
- Ability to maintain confidentiality and manage sensitive information.
- Able to manage and multitask work in a fast-paced environment.
- Willingness to learn.
- Valid driver's license.

HOURS PER WEEK: 40 hours per week

DESIRED MAJORS: Civil Engineering

HOW TO APPLY: Email résumé to [Optim](mailto:optim@optimsoftware.com) with a subject line of "AutoCAD technician application"