

CAD TECHNICIAN

SCHMIDT & STACY® is a mechanical, electrical and plumbing (MEP) engineering firm. We design high-performance, low-maintenance building support systems. SCHMIDT & STACY® is headquartered in Dallas, TX, with satellite offices in Houston, Fort Worth, Phoenix and North Carolina. The firm was established in 1992 and holds registrations in over 40 states.

We currently have an opening for a CAD Technician in our Dallas, TX office.

ROLE AND RESPONSIBILITIES

The primary role of this CAD Technician position includes

- Preparation of architectural backgrounds to set up and/or update to create workable construction documents
- Provide support for new job set ups.
- Produce documents from mark ups from designers and engineers.
- Create production documents in both electronic and hardcopy forms.
- Scan in hard copies of existing documents into electronic format.
- Support designers and engineers in submitting project documents to our clients.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Applicants must have a High School Diploma and relative industry knowledge.
- Excellent verbal and written communication skills.
- Working knowledge of AutoCAD software (MEP)
- Previous experience in construction, mechanical or electrical fields is desirable.
- Computer software proficiency including MS Office, Adobe Acrobat/Blue Beam, and AutoCAD is required.
- Working knowledge of Revit is desirable.
- Ability to work in a fast paced environment on multiple assignments with challenging deadlines.
- CAD Technician applicants must be professional, self-motivated, detail oriented and have a great attitude.

To Apply, email your resume to info@schmidt-stacy.com.