



New Horizons Telecom, Inc. is looking for a highly motivated, qualified individual to join our team as a CADD Technician. New Horizons specializes in delivering turnkey telecommunications infrastructure solutions for clients within all major commercial sectors and industries.

The primary function of the CADD Technician is to support all engineering disciplines to meet the company's goals and is responsible for generating all drawing information needed to complete each phase of a given project.

In addition, The CADD technician will be expected to:

- Must possess a thorough knowledge of CADD drafting practices, techniques, and strategies, including AutoCAD, AutoCAD Civil 3D, and windows based operating systems and document control; in both electronic and hardcopy formats.
- Experience with ArcGIS and other GIS software is preferred but not required.
- Must possess the ability to work closely with diverse groups of people, including company employees at all levels, clients, vendors and other outside companies and individuals, ensuring stated goals and objectives are adhered to.
- Prepare dimensional drawings, installation drawings, and more complex drawings as the engineers require.
- Coordinate with Engineers, Technicians and other personnel to incorporate concepts and information into drawing packages.
- Revise and update existing drawings reflecting design changes, in collaboration with the Engineers and field personnel to ensure consistent documentation of the project.
- To be self-motivated and capable of independent detailed work.
- Coordinate filing, storage and retrieval of both manual and electronic drawings.
- Review completed drawings for accuracy and conformity to standards and regulations.
- Perform a variety of marginal duties not listed, to be determined and assigned as needed.

Minimum requirements:

- High School diploma with a preference for post-secondary and/or technical school education.
- Must have at least 3 years of progressively drafting and/or construction related CAD experience with emphasis on electrical or civil disciplines in this type of work or the equivalent post-secondary education.
- Highly articulate in speech and be able to deliver verbal reports and dialog.

All applicants must be able to pass an alcohol and drug screening test. Salaries are based on experience and an excellent benefits package is available to qualified employees. If you feel you are a qualified candidate for this position, please email your cover letter and resume to jobs@nhti.usa.com.