



**JOB TITLE:** Survey CAD Technician – Full time

**JOB LOCATION:** Moore, OK

**REQUIREMENTS:**

Education/Training: 5 years of experience within a land survey division or firm. Preferably proficient in MicroStation/InRoads/OpenRoads and Microsoft Office  
OR

5 to 10 years of experience as a Survey Crew Chief within a land survey division or firm. Preferably competent in MicroStation/InRoads/OpenRoads and Microsoft Office. 3D Extraction experience is a plus.

AND

Experience: Preparing Right of Way plans and legal descriptions. Knowledge of topographic and boundary surveys and creating automated linework and symbols from a digital field book

Oklahoma Department of Transportation (ODOT) is required.

White Hawk Engineering & Design, LLC (White Hawk) has created an environment where our people and technology converge to deliver trustworthy results. Our integrated solutions improve and connect communities, and our people make it possible. Our most valuable asset is you, and we offer an environment where you can learn, grow, and enjoy life. White Hawk delivers engineering, engagement, environmental, and land surveying services focused primarily on transportation design.

**JOB DESCRIPTION:**

White Hawk is seeking full-time Survey CAD Technicians for our Moore, Oklahoma office. We are looking for individuals experienced in Easement/Right of Way preparation, Design Surveys, Boundary Surveys, Construction Layout, and ALTA surveys. The successful candidate will work under the direct supervision of highly skilled Professional Land Surveyors and title specialists.

**ARE YOUR PASSIONS TO:**

- Prepare deliverables meeting ODOT Mapping and Survey Division standards
- Deed research, plotting, and area calculations
- Processing and evaluating survey data
- Prepare survey drawing within client survey requirements
- Calculate points from engineering CAD files for construction staking
- Problem-solving of field data issues
- Provide some support for survey crews

**PHYSICAL REQUIREMENTS**

Although reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, this job will require the ability to sit for extended periods at a computer.

**WORK ENVIRONMENT**

This job operates in a professional office environment. This role routinely uses standard office equipment such as but not limited to computers, phones, copiers, filing cabinets, and fax machines.

**ADDITIONAL INFORMATION**

Recognizing the importance of developing top talent from within, our employees have access to a wide range of internal and external training and coaching programs. They are rewarded for their achievements through excellent benefits and competitive salaries.

Work is performed primarily in an office setting but may require some fieldwork.

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Established in 2010 with the mindset that we can do it better together, White Hawk offers a competitive benefit and compensation package with opportunities for advancement. Our growing firm is looking for dedicated and motivated employees to perform quality designs and grow alongside our senior staff. As a White Hawk employee, you'll receive a comprehensive benefits package (health care, vision, dental, paid time off, etc.). Our benefits include:

- Competitive salary
- Company paid employee health insurance
- 401K
- In-house mentorship program
- In-house training programs
- Family-friendly environment
- Flexible work arrangements for trained and reliable employees

White Hawk is an EEO employer. We encourage qualified minority, female, veteran, and disabled candidates to apply and be considered for open positions. We do not discriminate against any applicant for employment, or any employee because of race, color, religion, national origin, age, sex, sexual orientation, gender identity, gender, disability, age, or military status.

Apply via e-mail at [WHERecruits@whitehawkmail.com](mailto:WHERecruits@whitehawkmail.com)