

# HECO Engineers

## Civil CAD Designer Job Description

The Civil CAD Designer is responsible for the design and production of documents from conceptual phase through construction, and record drawings under the supervision of the Project Manager and Project Engineer. The Civil CAD Designer will be expected to interact with other team members and have the ability to work efficiently in a fast-paced work environment and conduct themselves in a way that upholds the highest degree of HECO professionalism inside, and outside of the workplace.

### Key Responsibilities of the Civil CAD Designer include:

- Perform and manage simultaneous projects of varying complexities and deadlines in a timely manner
- Analyze survey data, project notes, agency requirements, and other project related information to identify potential project constraints and determine the best approach to designing of the project
- Collaborate on a routine basis with project managers, and team members to provide status updates
- The Civil CAD Designer will be expected to be able to use all aspects of Civil 3D and engineering knowledge to design the project and prepare a set of deliverables under minimal guidance and supervision
- Comply with company CAD Standards and Procedures as set forth by the CAD Manager
- Take a proactive approach to any project or task that is assigned to them by the Project Manager, Project Engineer or Director of Design Operations
- Communicate effectively to peers, team members, and management
- Ability to conduct and complete their own redlines and QC within the capabilities of the Civil CAD Designer role

### Requirements of the Position

- 3-5+ years of experience in Civil 3D required
- Associates Degree in CADD preferred
- Possess excellent analytical and math skills
- Ensure the accuracy and quality of the deliverables meets company requirements
- Note that a test in Civil 3D will be given at the time of interview
- A motivated self-starter
- Ability to work well in teams and independently
- Able to multi-task and prioritize
- Analytical and skillful in problem solving
- Detail oriented and efficient
- Have effective written and oral communication, and interpersonal skills
- Personal Effectiveness/Credibility
- Proficiency with Microsoft Office programs
- Well-organized yet flexible