

HECO Engineers

Civil CAD Drafter Job Description

The Civil CAD Drafter is responsible for supporting production of plans and project documents under the supervision of the Project Manager, Project Engineer and CAD Designer. The Civil CAD Drafter will be expected to interact with other members of the design team and work well in a fast-paced work environment. The Civil CAD Drafter will have a good principal understanding of AutoCAD and its functions. All staff will be expected to interact with other team members and have the ability to work independently and 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 CAD Drafter include:

- The ability to complete projects and tasks in a timely manner
- Collaborate with project managers, engineers and designers to establish an accurate design and quality product
- Comply with company CAD Standards and Procedures
- Operation of CADD work stations, plotters, printers, and other associated equipment to support the preparation of designs for engineering projects
- Assembling and plotting of documents used for the construction of the project

Requirements of the Position:

- AutoCAD experience is required, Civil 3D preferred
- Familiarity with Microsoft Office programs
- Note that a test in general AutoCAD skills will be given at the time of interview
- Possess excellent analytical and math skills
- 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