

HECO Engineers

Entry Level Civil CAD Designer Job Description

The Entry Level Civil CAD Designer is responsible for design support and production of documents from conceptual phase through construction, and record drawings under the direct supervision of the Project Manager, Project Engineer, and Lead Designer. The Entry Level 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 Entry Level Civil CAD Designer include:

- Gather data from existing drawings, sketches, surveys, city code, and/or from general engineering and design information
- Work closely with other Designers and Engineers to establish an accurate design and quality product
- 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
- Support preparation of engineering reports, cost estimates, specifications, and construction schedules
- Utilize project specifications and guidelines, agency requirements, and direction from the project manager to ensure compliance with project scope requirements

Requirements of the Position

- 3-5 years of experience in Civil 3D required
- Associates Degree in CADD preferred
- Ensure the accuracy and quality of the deliverables meets company requirements
- Note that an entry level 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
- Possess excellent analytical and math skills
- Proficiency with Microsoft Office programs
- Well-organized yet flexible