



2020

## **CAD Drafter**

The CAD Drafter is a position reporting to a Designer/Engineer. The position will have a large impact on an already successful department. The ideal candidate will have experience supporting high voltage substation design projects. This successful candidate will perform various CADD functions using Autodesk and Bentley Software.

### **PRIMARY DUTIES & RESPONSIBILITIES:**

- Work closely with multiple engineers and designers to perform drafting of drawing packages for utility power projects.
- Provide electrical drafting support on physical layout designs, and protection and control designs.
- Plot, batch plot, scan and issue project drawings and documentation packages.
- Draft in AutoCAD and/or Microstation software.
- Support multiple project and client deadlines and deliverables.

### **POSITION QUALIFICATIONS**

- Associate's degree in drafting, or a high school diploma and one or more years of drafting course work
- Excellent interpersonal skills as well as verbal and written communications skills
- Strong work ethic and drive
- Experience with file sharing, documentation management and collaboration tools

### **POSITION REQUIREMENTS**

- Proficient in both Microstation and AutoCAD software
- Software experience: MS Office, AutoCAD & Microstation
- Primary Location: Arnold, Missouri or Collinsville, IL