

JOB DESCRIPTION

Job Title:	Drafter/Designer	Location:	Anchorage Office
Department:	Civil/Transportation Engineering	Reports to:	Project Engineer
Schedule:	Monday-Friday 8:00AM - 5:00PM (Flexible) weekends and over-time as required	Status:	Full-Time/Regular

Job Summary:

HDL Engineering Consultants, LLC (HDL) is a leader in providing civil, geotechnical, transportation and arctic engineering, environmental and earth science, surveying, and construction management services in Alaska, with offices in Anchorage, Palmer, and Kenai. We are looking for a motivated and detail oriented person to fill a Drafter/Designer position in our Anchorage office.

The Drafter/Designer will receive direction from the project engineer or surveyor to provide drafting tasks performed either individually or as part of a project team. Tasks include gathering, verifying, computing and processing field survey data and converting to specified electronic drawing format. This position is responsible to accurately create and modify AutoCAD drawings for survey base maps, civil engineering site and utility plans, highway design plans, geotechnical and environmental report figures, plans and maps including contours and digital terrain models; and develop well-organized bid-ready construction drawings for civil and survey projects.

Required Job Qualification:

- High school diploma or GED
- Minimum of 2 years of experience as a Drafter/Designer supporting civil engineering site and utility plans, highway design plans, geotechnical and environmental report figures, and other related areas of design
- Must be proficient in preparation of plans and details related to grading and drainage, water supply and sanitary sewer, roadways, erosion control, and storm water management
- Proficient with AutoCAD Civil 3D software
- Proficient with GIS, Microsoft Word, Excel, and PowerPoint, Windows, and printing/plotting output devices
- Excellent written and oral communication skills
- Ability to work as a team player and interact well with others
- Valid Alaska Driver’s License and a good driving record

Desired Job Qualifications:

- Experience with DOT & PF or Municipality of Anchorage plan sets

Essential Job Functions:

- Assist with civil engineering design efforts on various projects
- Accurately create and modify AutoCAD drawings for survey base maps, civil engineering site and utility plans, highway design plans, geotechnical and environmental reports figures, plans and maps including contours and digital terrain models
- Responsible for performing a variety of routine assignments using prescribed methods and standard techniques preparing existing and proposed surfaces in Civil 3D, drawing sequence, presentation and refining rough sketches

CIVIL
ENGINEERING

GEOTECHNICAL
ENGINEERING

TRANSPORTATION
ENGINEERING

ENVIRONMENTAL
SERVICES

PLANNING

SURVEYING
& MAPPING

CONSTRUCTION
ADMINISTRATION

MATERIAL
TESTING

RIGHT-OF-WAY
SERVICES

- Gather, verify, compute and process field survey data and converting to specified electronic drawing format.
- Revise existing drawings and prepare new drawings from explicit verbal or written instructions or detailed sketches
- Collaborate with Engineers in developing final civil site drawings and completing design tasks using AutoCAD Civil 3D software
- Develop well-organized bid-ready construction drawings for civil and survey projects
- Assuring the high-quality appearance, legibility and presentation of all elements contained in drawings

Work Environment

This position involves routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, etc. This position may be required to sit for long periods of time working at a computer station. This position may also be required to periodically occasionally climb, kneel or crouch, reach with hands and arms, and lift up to 40 on occasion.

HDL provides a fun, interesting, and flexible work environment for our talented employees. In 2014, we were once again recognized by the Alaska Journal of Commerce as one of the Best Places to Work in Alaska. We offer competitive salaries, excellent benefits, challenging projects, and great co-workers and clients.

How to Apply

If you think you would be a good fit for this position and are qualified and interested in applying, please complete the application form located on our web site: www.hdlalaska.com. A resume may be submitted as an attachment to the completed application. Submit to: info@hdlalaska.com.

Equal Opportunity Employer