



## **Drafter I**

A Community Driven, Purposeful Engineering Firm

### **About Us**

As a locally owned, boutique engineering firm founded in 2013, AEC provides professional engineering design in dry utilities, project management and consulting services to a balanced mix of public and private sector clients in the energy and telecommunications fields. We have a reputation as a truly integrated engineering firm with a unique focus on collaboration, community and sustainability. This holistic, purpose driven focus is why our clients and employees choose us.

### **Our Culture**

At Assured Engineering Concepts, we believe in building opportunity. Those opportunities, for us, are in driving STEM (Science, Technology, Engineering and Mathematics) education for our youth, supporting our local community, and in valuing diversity of thought, education, ethnicity and backgrounds. Respect, Accountability, Honor and Trust – That's what you will find at AEC.

Giving back to the community is a core focus in all that we do at AEC. We are proud to have a partnership with Chicanos por la Causa, Inc. with the goal of engaging our community youth in the fields of STEM. Through education and economic development, we are focused on encouraging students to dream big and work hard to accomplish those dreams.

We also partner with the domestic violence organization De Colores supporting their efforts assisting families impacted by domestic violence. We continue to seek working partnerships with organizations also wishing to put an end to domestic violence as part of our community outreach efforts.

This community focus, combined with our startup feel, lend to a specific type of person who excels in our organization. You are most likely to find success at AEC if you:

- Seek opportunities to operate in a team environment.
- Excel in a continually changing, situationally adaptive setting.
- Welcome new challenges where no two clients or projects are the same.
- Have a strong customer centric focus.
- Have a passion for building, and providing opportunity for the community around you.



## **The Role**

As a Drafter at AEC, you will work closely with Engineers and Designers to convert the electrical design into technical drawings utilized by the utility client. Your overall contribution to the business will be to ensure the organization has baseline framework for project success via innovative, detailed and thoughtful drafting. You will do this by:

- Review scope material with designer/engineer.
- Research, download, and understand as-builts and any other recorded documents.
- Clean developer CAD files to SRP CAD template layers and drafting standards.
- Draft basemap to include utilities, hardscape, ROW recorded documents, and required SWG features per their CADD Standards.
- Perform field checks as needed with designer/engineer.
- Address internal redlines & redlines from the client.
- Add construction details/specifications required for the construction of the design.
- Ability to read electrical, architectural, and civil drawings.
- Ability to effectively manage time to meet deadlines while working on multiple projects.
- Effectively communicate daily updates on progress & completion of tasks to designer/engineer on a timely matter.
- Maintain a high level of quality by proactively asking relevant questions to teammates using checklists to self QC work, review past redlines to improve & avoid repetitive mistakes.
- Contribute to the development and implementation of department and company goals.
- Performs minor administrative tasks.
- Identify trends or new issues and raise them for management review along with potential solutions.
- Participate in special projects or tasks as required.

## **Experience + Qualifications**

We care more about who you are than what you've done, however here are some highlights of the type of person and background we believe would thrive:

- From 0 – 3 years of civil drafting experience
- High School Diploma preferred.
- Knowledge of MS Office software (Word, Excel, Outlook) a plus.
- Excellent attention to detail and impeccable work ethic.
- Intermediate math skills including geometry.
- Excellent written and verbal communication skills.
- Valid AZ driver license