



Career Opportunity

Job Title:	CAD Technologist
Career Opportunity #:	#212-018
Status:	Temporary Full Time for 12 months
Location:	Saskatoon
Date Closed:	February 10, 2012

Job Summary

The Computer Aided Drafting (CAD) Technologist creates, updates and maintains maps and drawings, updates and maintains records and performs a variety of technical assignments and projects, such as drafting, mapping, technical support, contract administration and assisting with the design of facilities.

Core Responsibilities

Drawings and Maps - 55%

- Create, maintain, update and distribute corporate drawing and mapping information.
- Prepare recommendations, tender documents, estimates and reports for CAD work assignments.
- Provide workgroup guidance and coordination for CAD work assignments and the administration of CAD contract assignments.
- Respond to customer requests for custom drawings, maps and related information.

Technical and Design Support - 20%

- Assist engineering staff with the design of natural gas related facilities by analyzing, reviewing, preparing and updating records, drawings, 3D drawings and other forms of technical data in compliance with specifications and standards.
- Conduct field checks of existing facilities and proposed work to verify accuracy of drawings and maps.

CAD Technology - 15%

- Initiate, review, analyze and participate in the development and maintenance of CAD standards, procedures and specifications in conjunction with other departments including participating in the development of processes for the engineering departments.
- Provide support with the implementation and trouble shooting of software and CAD technologies.
- Continue to update knowledge on new CAD technologies and software and recommend revisions to standards, processes and procedures.
- Research, evaluate, recommend and implement new CAD technologies and upgrades to existing CAD technologies.

Administration - 10%

- Maintain and update Corporate drawing and mapping related records and databases.
- Operate and maintain engineering drawing printing systems, including maintaining adequate supplies.
- Participate in departmental projects and initiatives such as budgets and business plans.
- Obtain approvals and agreements from external parties as requested.
- Provide training and technical support on new CAD technologies, related work systems and processes.

Qualifications

Education:

- Grade 12 or equivalent.
- Computer Aided Design/Drafting Technology or Geomatics (Survey) Technology Diploma, from a recognized institution.
- Eligible for membership with Saskatchewan Applied Science Technicians and Technologists (SASTT).
- Valid Class 5 driver's license (copy must accompany job applications).

Experience:

- Four (4) years drafting experience using current corporate CAD technology (AutoCAD).

Additional Information

- Travel, including overnight stays away from bid headquarters is required on occasion.

Skills and Abilities

In the context of the job responsibilities, this job requires:

- Communication skills.
- Interpersonal skills.
- Organizational skills.
- Administrative skills.
- Customer service skills.
- Strong computer skills.
- Ability to use sound judgment in responding to customers.
- Ability to work independently as well as within a team.
- Ability to provide guidance and on-the-job training.
- Ability to use sound judgment in day to day activities.
- Commitment to continuous learning.

How To Apply

SaskEnergy delivers natural gas throughout Saskatchewan. We offer an array of challenging career opportunities, an attractive total rewards package and a warm and welcoming atmosphere.

SaskEnergy values and supports a diverse workforce and appreciates all applications. Please forward your application no later than February 10, 2012, to:

email: recruitment@saskenergy.com

or

**SaskEnergy Incorporated
Human Resources
8th Floor, 1777 Victoria Avenue
Regina, SK S4P 4K5**

or

Fax: (306) 777-9505

SaskEnergy would like to thank all applicants for their interest however, only applicants under consideration will be contacted.

