

**POSITION TITLE: Auto CAD Designer**

Employment Type (FT,PT,Contract): Permanent Full-Time

Rate of Pay:

Job Location: Vaughan, Ontario

Hours of Work: 40/week

Start Date:

Application Deadline: 11/10/19

**COMPANY NAME: DPM Energy Inc.**

Street Address: 8000 Jane Street

Phone: 905.597.7200

Fax:

Email: [reception@dpmenergy.com](mailto:reception@dpmenergy.com)

Website: <https://dpmenergy.com/>

**General Description of Duties:**

**Responsibilities:**

- Design utility infrastructure systems and produce related in accordance with current utility standards and Electrical Safety Authority standards as applicable.
- Contact municipalities, utilities, and other consultants to provide or obtain information, as required.
- Consult Hydro and Municipalities for latest standards.
- Prepare calculations, as required.
- Provides project status updates on a regular basis and as required to Project Director.
- Responsible for updating the CAD design standards and library, as needed. Duties include maintenance of electronic files, design practices and updating all staff on any changes.
- Coordinates with Project Director on Quality Assurance and Quality Control of designs.
- Assumes related responsibilities and projects as assigned or required.
- Prepares and coordinates submissions to all assigned parties.
- Communicates regularly with Utility Coordinator on project submissions and any related updates.
- Follows up for comments with Hydro and/or Municipal parties.
- Coordinate with Construction & Contract Coordinator and/or Project Director for take-offs and tendering of projects.

**Health and Safety Requirements:**

- **Participate in any policies or procedures prescribed for the work place**
- **Adhere to safety rules and regulations**
- **Identify and report any unsafe acts**

**Skills and Experience Required:**

**Minimum Qualifications:**

- **Post-secondary 3-year Electrical Engineering Technology Diploma.**
- **Basic knowledge of codes and regulations governing electrical system design in Ontario**
- **Excellent computer skills in the software programs commonly used in an engineering office environment including AutoCAD and/or Microstation and Microsoft Office**
- **Strong interpersonal skills to ensure effective communication with team members.**
- **Good project and time management skills to be able to handle multiple projects.**

**How to Apply:**

**Please email resume to [reception@dpmenergy.com](mailto:reception@dpmenergy.com)**

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