



"Serving our western heritage, enhancing  
our natural resources"

---

## Civil Engineering – AutoCAD Drafter / Designer

---

Western Heritage Consulting & Engineering is seeking candidates for an AutoCAD Drafter/Designer in the Civil Engineering Division in Casper, WY. This position is responsible for providing project setup and design support to the project team for engineering projects. Applicant will be responsible for individual project design and development as well as management of team members both internal and external for project related activities and progress, and will also act as a team member for projects with external project partners. Individual should have experience leading projects and people and have the ability to develop project work.

### Responsibilities:

- Develop surface models, pipe networks, pressure networks, and manage point clouds utilizing AutoCAD Civil 3D or ESRI software
- Work from architectural site plans or land planning documents to produce construction drawings in AutoCAD Civil 3D 2016
- Understand and use established company standards for drafting including layer names, line and character styles, drawings and window names, and file names for sheet layout
- Develop surface models, pipe networks, pressure networks, and manage point clouds utilizing AutoCAD Civil 3D or ESRI software
- Utilize sketches, notes and other input material to complete drawings with minimal supervision
- Inform Project Manager(s) of progress on assigned projects
- Other assigned duties as required

### Job Requirements:

- Associates Degree or Diploma in Computer-Aided Drafting and Design from an accredited institution of higher education
- 3+ years of experience using AutoCAD Civil 3D for civil design site/land development
- Provides basic project design through CAD drafting.
- Provides technical engineering data in Excel spreadsheets to hard documents
- Input model data for engineering software
- May provide some surveying and construction observation
- Receives initial instruction or advice from a supervisor or project manager; work is subject to supervisor approval
- May supervise staff
- Prepare drafting schedules
- May traverse and work in all types of terrain and weather conditions, as well as project sites in various stages of construction
- Proficient in AutoCAD, AutoCAD Civil 3D experience is preferred
- Effective communications skills both oral and written
- Effective interpersonal skills with coworkers and public agency officials
- Self-starter
- Ability to work interdependently within a team environment
- Must be flexible to changes in work assignments on short notice and/or on a daily basis as changes occur in project needs



"Serving our western heritage, enhancing  
our natural resources"

### **Skills and Special Requirements/Licensing:**

- AutoCAD Civil 3D
- Excellent computer skills in Microsoft Suite
- Pre-employment drug and alcohol screening
- Background screening including previous employment, education, criminal history, and driving record verification
- Ability to legally work in the United States

### **Work Environmental & Physical Demands:**

The characteristics described below are representative of those encountered while performing the essential functions of this position. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- While performing duties of this job, employee will occasionally be required to drive a motor vehicle, stand, walk, sit, reach with hands and arms, climb or balance, stoop or kneel, talk and hear, and use fingers and hands to feel objects, tools or controls. Workload may require work in outside environment or on construction sites at times with exposure to sun and wind with occasional limited exposure to precipitation.
- Must occasionally lift and/or move up to 45 pounds.
- Project observation, sampling, observation and certification may require assembly or testing of mechanical components requiring operation of design equipment or components.
- Specific vision abilities required include close vision, distance vision, depth perceptions, observing computer screens and the ability to adjust focus.
- Overtime may be necessary as workload's dictate. This may include weekdays, weekends and/or holidays.
- Job will generally be performed in an office environment, but may require travel to visit a Client's office, project location or industrial/construction job site. Conditions will vary at each location, but the conditions listed above will generally apply.
- May be assigned to work at a Client's office, facility or site for an extended period of time. Conditions will vary at each location, but the conditions listed above will generally apply. When performing outside Western Heritage Consulting & Engineering's office, appropriate safety training and safety equipment will be provided by Western Heritage Consulting & Engineering and/or Client as required.

### **Response and submittal:**

Submit resume, cover letter & contact information to: [info@westernhce.com](mailto:info@westernhce.com) for questions: 307.215.7430 ext 101.