

CEI STUDENT JOB POSTING

Job Title: Civil AutoCAD Operator/Drafter

Salary: DOQ

Job Closing Date (mm/dd/yy): 5/30/3018

Company Name: Haley & Aldrich

Contact Person: Lynn Hoganson

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SUMMARY/COMPANY INFO

Haley & Aldrich is a 600+ person national engineering and environmental consulting firm with creative, technically strong staff who want to work in a collaborative environment to deliver exceptional value to our clients. We look for professionals with a passion for solving even the most complex client problems. This problem-solving ability and opportunity to be a change agent is a vital part of our culture, no matter what level or role a staff member holds.

Haley & Aldrich is seeking a highly motivated and technically capable **CAD Operator** to provide high-quality drafting support to our Engineers, Project Managers and Client Leaders in our Mining Services Group. This is a full-time position located in our **Boise, Idaho** office. We collaborate closely with our colleagues and clients on challenging projects in the fields of geotechnical, civil and environmental engineering, environmental geology, risk assessment, natural-resource management, and sustainability. Typical duties include working closely with engineers, geologists and environmental scientists to create and update figures and drawings of civil and geotechnical designs, mine plans and site surveys by originating designs in AutoCAD and using data exported from other design software packages. Specific tasks may include drafting design and layout of tailings impoundments, heap leach facilities, mine design and pit progression plans, foundations and supports, steel framing, pumping and piping systems, industrial equipment, electrical and lighting systems, Civil3D design and occasional GIS work. Tasks may include visiting project sites to gather information for project drawings. This position also collaborates closely with our CAD Services and Data Visualization Managers to ensure a consistent approach to project file management and standard work.

DUTIES/RESPONSIBILITIES

The Successful Candidate will:

- Be enthusiastic, dedicated, and self-disciplined in order to work effectively in an exciting, diverse, and fast-paced environment.
- Prepare plans, layouts, assembly drawings, detail drawings and sketches that are accurate, fully dimensioned 2D CAD drawings from 3D models generated in AutoCAD or other design software.
- Preparation of figures or drawings for environmental compliance documents and reports
- Ability and willingness to work collaboratively with project team members
- Be proactive and responsive—skilled in effectively communicating with colleagues and clients both in-person and virtually.
- Produce concise, clear, and compelling output with a keen eye for aesthetics.
- Balance a high level of creativity with adherence to established company standards and best practices.
- Always be persistent and diligent about quality, both in one's own work and the work of others.
- Be responsible for performing moderately difficult drafting tasks.
- Manage project data files including site geometry and attribute information from various sources.

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- Collaborate with engineers, scientists, GIS professionals, and other CAD specialists to complete tasks based on project specifications and internal requirements.
- Independently prioritize work to meet various project requests and deadlines.
- Participate in project meetings as requested by project staff.
- Demonstrate capacity and initiative to learn new technologies and/or software applications.

SKILLS/EXPERIENCE

- Associates degree or higher in design technology or drafting is required
- 1-3 years of related work experience
- Advanced skills using AutoCAD focusing on Civil site plans
- Working knowledge of Civil 3D (surfaces, alignments, profiles, points)
- Strong written and oral communication skills
- MSHA and/or OSHA HAZWOPER certification a plus
- Proficiency with Bentley MicroStation, Revit, Adobe Create Suite, and other data-visualization applications is a plus
- Candidates will be required to provide a portfolio of their work

About Haley & Aldrich

Haley & Aldrich is a nation-wide community, richly connected by networks of extraordinary people who seek to make the world a better place. We believe in creating potential through our people. If you are looking for an exciting opportunity where you can collaborate, fully engage, learn and put your expertise to work to handle important challenges, we want to talk with you! We offer excellent career growth, a highly competitive total compensation plan and a solid benefits package that includes; health, dental, vision; Short-Term/Long-Term Disability; 401K with match; generous vacation plan and paid time off; tuition reimbursement; long-term care and more.

Interested candidates should apply online at <http://www.haleyaldrich.com/join-us/open-positions>.

Haley & Aldrich is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to gender, race, age, disability, veteran or any other legally protected status

Application process: Once we receive your resume, we will review your qualifications. First would be an initial phone interview with the Talent Acquisition Manager (Lynn Hoganson) and then an in-person interview in our Boise Idaho office.