

DESIGN TECHNICIAN

SUMMARY

The Design Technician assists Engineering Technicians and Sr. Engineering Technicians to develop plans for electrical and communication distribution design. The Design Technician will collect field data as required and complete drafting assignments using AutoCAD and/or Microstation. The Design Technician will perform calculations using applicable software.

Department	Hydro / Telecommunications
Reports To	Engineering Supervisor
Direct Reports	0
Location	Office / Field
Travel Required	As needed
Level/Range	Entry Level / Individual Contributor

KEY COMPETENCIES

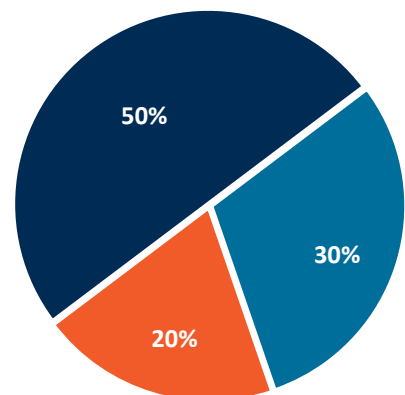
- Attention to Detail.** Produces work with minimal errors (grammar, aesthetic, completeness); Self-audits
- Initiative.** Identifies what needs to be done & acts before being asked; Sense of urgency; Does more than is normally required in a situation
- Manages Performance.** Clarifies expectations; Notifies Supervisor of any obstacles; Seeks feedback; Develops skills for current & future effectiveness
- Accountability.** Owns assigned tasks & ensures completion to expectation
- Communication.** Proactively reports task completion & status updates to Supervisor; Ensures understanding of timeline & scope before beginning a project; Identifies & communicates problems promptly
- Problem-solving.** Uncovers methods to overcome obstacles; Asks 'why'; Anticipates problems & finds solutions
- Self-Confidence.** Approaches tasks & situations with a 'can-do' attitude; Is confident in own ability to accomplish goals
- Co-operation / Team Player.** Performs effectively within a team; Assists co-workers with daily tasks
- Health & Safety Conscious.** Carefully follows Health & Safety instructions & procedures; Demonstrates safe work practices

PRIMARY FUNCTIONS

TIME ALLOCATION

(approximation only, subject to change based on project requirements)

- 1. Drafting – 50%
- 2. Field Surveying / Data Collection – 30%
- 3. Calculation & Design – 20%



JOB DUTIES

The responsibility of the employee includes but is not limited to the listed items below. There may be circumstances in which you are required to take on additional duties.

1.

Drafting

- Use manual drawing skills & AutoCAD and/or Microstation to create Electrical Distribution & Communication drawings prepared by Engineering Technicians & Engineers
- Request necessary utilities
- Develop design layouts in AutoCAD
- Prepare drawings as a visual guide during construction projects
- Prepare drawings with high precision & as per scale, incorporating all details
- Make necessary changes & edits to drawings & provide drafting for “as constructed” drawings
- File & store soft & hard copies of drawings

2.

Field Surveying / Data Collection

- Use survey equipment and applicable forms to collect field data (incl. cable heights, clearance, pole profiles, etc.) as required by project scope

3.

Calculation & Design

- Develop plans for Electrical & Distribution Communications Design
- Maintain established design standards and specifications (technical & aesthetic)
- Perform calculations using applicable software & spreadsheets (includes pole loading analysis)

WORK ENVIRONMENT & PHYSICAL DEMANDS

Office work – Computer terminal

Field work – Field visits require work in various environmental conditions, including heat, cold, rain/snow, remote/isolated areas, uneven and/or varied terrains; Working alone; Standing for long periods.

REQUIREMENTS

EDUCATION / EXPERIENCE / TECHNICAL

HIRING CRITERIA

- ✓ Post-secondary diploma/degree Electrical, Civil, or Architectural Technician/Technologist (or comparable program) or equivalent experience; co-op experience is preferred
- ✓ Proficiency in AutoCAD and/or Microstation (7/10)
- ✓ Strong mathematical background
- ✓ Proficiency with Microsoft Office

INTERPERSONAL SKILLS

- ✓ **Teamwork:** shares knowledge with other Design Techs
- ✓ **Independence**
- ✓ **Responsibility**
- ✓ **Dependability**