

Gradworks Internship Number: 438

Company Name: SaskEnergy
Location: Regina
Number of openings: 1
Wage: \$3,224 (Monthly)
Resume Deadline: June 4, 2009 by 4:00 PM
Start Date: June 16, 2009
End Date: June 15, 2010

Gradworks Intern Development Program

The Gradworks Intern Development Program is designed to provide recent post-secondary graduates with challenging and career-focused positions within our network of Saskatchewan employers. These full-time internship positions of 12 months in length are intended to allow recent post-secondary graduates the opportunity to gain experience and to develop specific career-related skills. To be eligible for a Gradworks internship you must be a recent college, technical institute or university graduate, have little or no relevant work experience in your field of study and be eligible to work in Canada.

Internship Information – CAD Technologist

The Computer Aided Drafting (CAD) Technician is responsible for drafting of engineering drawings and maps in an accurate and timely manner including the maintenance of drawing indexes and digital and manual drawing files according to Corporate standards

Responsibilities:

- Create and maintain digital files of rural and urban facilities maps in compliance with corporate standards. Issue digital and paper records of rural and urban facilities. Update and issue Corporate facility maps and overlays.
- Create and maintain digital and manual drawings in compliance with Corporate standards including construction drawings, schematics, diagrams, layouts, general arrangements, charts, graphs, sketches and standard drawings of civil, electrical, instrumentation, mechanical, structural, and architectural facilities.
- Maintain Corporate drawing file index databases, including the assigning of drawing numbers for crossings, urbans, stations and construction drawings, as well as participate in the development of the system as required.
- Provide innovative and effective drafting support to engineering design groups.
- Respond to customer requests for custom drawings, maps and related information using current CAD Technology which may include custom querying.
- Continue to update knowledge on new CAD technologies and software, including participating in evaluation as required.
- Participate in the development and maintenance of CAD standards, procedures and specifications that may involve participation with other departments.
- Participate in the development of drafting processes for engineering and other related departments.
- Provide training and support on related work systems and processes to others, as well as providing technical and administrative CAD support to customers and contractors as necessary.
- Ensure quality and accuracy of completed work according to corporate quality assurance standards, prior to issuing or distributing any drafting or mapping product.
- Maintain adequate inventory of plotting and drafting supplies.
- Prepare status reports and conduct field audits as required.
- Assist with the preparation and administration of drafting and printing contracts.
- Participate in departmental projects and initiatives, such as budgets and business plans.
- Print and file drawings and records.
- Comply with any and all applicable corporate standards, policies and practices and legislation and regulatory requirements.

Qualifications:

Computer Aided Design & Drafting (CADD) Technology Diploma or Geomatics (Survey) Technology Diploma or equivalent diploma and eligible for Certification with Saskatchewan Applied Science Technologists and Technicians (SASTT)

- Demonstrated Computer Aided Drafting (CAD) skills acquired by having thorough working knowledge of AutoCAD.
- Demonstrated mechanical aptitude.
- General understanding of the principles, mechanics and standards of drafting.
- Good organizational, administrative and multi-tasking skills to complete projects in a timely and cost effective manner, with an emphasis on attention to detail.
- Working knowledge of word processing, database and spreadsheet applications in a Windows environment.
- Ability to learn new computer software in a changing environment.
- Good written, oral and group communication skills.
- Ability to work in a team environment.
- Demonstrated ability to understand and practice any and all applicable Corporate standards, policies and practices and legislation and regulatory requirements.

Additional Information:

The Gradworks Program supports the values of workplace diversity and employment equity. Applications are encouraged from people of Aboriginal ancestry, persons with disabilities, members of a visible minority and women.

How To Apply:

Please apply through the Gradworks website at www.gradworks.ca using your online cover letter and resume, including references.

Your application will not be considered unless you have submitted both a cover letter and resume. The completion date of your post secondary education must be stated in your resume in order to be considered for the position. Please include the month of completion if your education was completed in the current year.

Contact Information:

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Phone (306) 787-3639

Email: gradworks@cicorp.sk.ca

Website: www.gradworks.ca