



Junior Draftsman

Arizona Water Company, an investor-owned public utility, is seeking a Junior Draftsman in our Apache Junction office.

Arizona Water Company, a private utility serving customers throughout Arizona, is seeking Junior Draftsman at our Phoenix corporate office. Under direct supervision of the Design Manager prepares and maintains Engineering Department maps, records, and construction drawings. Performs a variety of entry level drafting assignments required by the Engineering Department. Assists with company deliveries; general moving of furniture, equipment, and boxes.

Responsible for a variety of tasks and duties, which may include, but would not be limited to, the following:

- Prepares and maintains Engineering Department maps, records, and construction drawings.
- Prepares graphic illustrations, maps and charts from sketches, drawings, verbal direction, and diagrams.
- Performs entry level drafting assignments required by the Engineering Department.
- Performs mathematical computations as necessary.
- Performs miscellaneous office maintenance duties such as replacing light bulbs, moving office furniture, unloading, and storing office supplies, etc.
- Performs company related errands using company vehicle.
- Performs other duties as assigned by Design Manager.
- Act as company messenger; purchase and deliver company lunchroom supplies; travel to field offices when necessary.

Required skills, knowledge, and physical requirements:

- Basic knowledge of mapping, drafting, design and specifications.
- Basic knowledge and ability to use CAD software, such as MicroStation, AutoCAD, Civil3D.
- Ability to use computer and related software, such as Microsoft Word, Excel, Outlook
- Ability to perform repetitive physical activities using feet, legs, hands, and arms, and be able to use a keyboard, walk, sit, stand, bend, stoop, climb, reach, grasp, and occasionally lift to 75 lbs.
- Ability to write legibly and maintain sufficient field notes for preparation of as-built drawings.
- Good reading skills and ability to quickly comprehend.
- Demonstrated ability to communicate effectively, both orally and in writing. Must be dependable, punctual, and have good attendance.

Required education, training, and experience:



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- Must have minimum of four semesters of drafting in high school or junior college. Entry-level position.
- Knowledge of CAD software.
- Must have a valid, appropriate Arizona driver's license with an acceptable driving record.

The company offers a competitive wage and benefit package, including company paid medical, vision, dental, holidays, vacation, and 401(k). Send a detailed resume: awc-hr@azwater.com.