



JUNIOR DRAFTSMAN

Arizona Water Company, a private utility serving customers throughout Arizona, is seeking an Entry Level Junior Draftsman at our Phoenix Corporate Office. Under direct supervision of the Design Manager, the Junior Draftsman prepares and maintains Engineering Department maps, records, and construction drawings. Performs a variety of entry-level drafting assignments required by the Engineering Department.

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.
- Assists with company deliveries; general moving of furniture, equipment, and boxes.
- Act as company messenger; purchase and deliver company lunchroom supplies; travel to field offices when necessary.

Skills, knowledge, and physical requirements include, but are not limited to the following:

- Knowledge of mapping, drafting, design and specifications.
- 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 up 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.
- Ability to communicate effectively, both verbally and, in writing.
- Must be dependable, punctual, and have good attendance.

Required education, training, and experience:

- Must have high school diploma or equivalent.
- Must have minimum of four semesters of drafting in high school or junior college.
- Knowledge of CAD software.
- Must have a valid 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 and vacation, sick leave, and 401(k).

Send detailed resume and employment application to awc-hr@azwater.com.