



ELECTRICAL CONSULTANTS, INC.

BILLINGS OFFICE: 3521 GABEL ROAD, BILLINGS, MONTANA 59102 • PHONE: 406-259-9933 • FAX: 406-259-3441

CADD Drawing Administrator

Location: Madison, WI; Mankato, MN; Billings, MT or Salt Lake City, UT

Description: Electrical Consultants, Inc., a leading power engineering consultant firm, has an immediate opening for a CADD Drawing Administrator. ECI specializes in engineering services to electric utilities (substation, protection, transmission) alternative energy systems, communication, oil/gas, mining and heavy industry.

Responsibilities (primary) include client drawing control interface for substation and transmission line drawings; management of client CADD standards; dissemination of CADD best practices and lessons learned to project teams; CADD QC reviews; final CADD audits and performance reporting; execution, maintenance and enhancement of drawing workflows and processes. Additional responsibilities (secondary) include designer/drafter support of substation teams when there is a lack of drawing control work.

Minimum Requirements: College or two year technical certificate in computer-aided drafting/design or a minimum of two years concentrated on-the-job experience in computer-aided drafting/design field; minimum 5 years' experience as a drafter with some designer experience required. Must be skilled in the operation of AutoCAD and Microstation. Must be detail oriented, possess a high level of organizational skills, and be able to work individually and on a team. Successful applicant may be subject to client mandated drug and background checking. Occasional travel/driving may be requested. Successful applicant is subject to ECI's auto insurance carrier requirements. **Successful applicant must not require immigration sponsorship now or in the future.**

Salary commensurate with experience and education. Benefits package includes:

- Health, Dental and Vision Insurance
- Flexible Spending Account
- Life Insurance
- Short and Long Term Disability Insurance
- 401(k) Retirement plan
- Profit Sharing up to 15% of base wage (capped)
- ESOP (Employee Stock Ownership Plan)
- Paid vacation, personal days and holidays
- Paid Professional Society Dues
- Continued Professional Education Reimbursement

Electrical Consultants, Inc. (ECI) employs over 500 engineers, designers, project managers, surveyors, ROW agents, environmental planners, construction professionals and support staff in fourteen offices across the U.S. The firm has thirty years of experience in the planning, engineering and construction of a wide range of power delivery projects including substations, transmission lines, distribution systems, communication systems and industrial facilities. Visit our website at www.electricalconsultantsinc.com.

Submit letter of application and resume and list of 3 professional references to: hrdirector@ecibllgs.com

An Equal Opportunity Employer

OFFICE LOCATIONS NATIONWIDE

• BILLINGS, MONTANA – (406) 259-9933

• SALT LAKE CITY, UTAH – (801) 292-9954

• MADISON, WISCONSIN – (608) 240-9933

• PHOENIX, ARIZONA – (602) 997-9933

• PORTLAND, OREGON – (503) 747-2235

• SAN DIEGO, CALIFORNIA – (619) 398-9370

• MANKATO, MINNESOTA – (507) 388-9933

• TUCSON, ARIZONA – (520) 219-9933

• DENVER, COLORADO – (720) 536-8261

• TULSA, OKLAHOMA – (918) 296-7911

• CRANFORD, NEW JERSEY – (908) 967-6363

• ORLANDO, FLORIDA – (407) 960-1796