



## Electrical Design Drafting Coordinator

Upside Engineering Ltd. currently has an opportunity for an Electrical Design Drafting Coordinator to join our established team of professionals in Calgary. Upside has challenging, ongoing career opportunities for experienced candidates.

### Skills and experience:

- Experience managing a team of junior to senior designers and drafters;
- Proven ability to maintain positive relationships with clients, team members, and other departmental individuals in order to maximize cooperation and achievement of deliverables;
- Assist department supervisor and engineers with various department planning tasks as required;
- Strong knowledge of 3D modeling (Autoplant or equal) and application of discipline specific design criteria, codes, standard practices and design theories;
- Possess an in-depth understanding of the design process, bidding and procurement, fabrication, construction and documentation required throughout a project;
- Strong working knowledge of discipline specific skills, codes and standard practices;
- Experience preparing clear, accurate and complete drawings using practical design knowledge;
- Skilled at developing detailed design elements using information from various sources which may include site studies, vendor drawings, catalog data, engineering sketches, reference drawings and input from other disciplines;
- Exhibit strong Electrical design, cad operating (drafting), and computer skills;
- Full knowledge of the Canadian Electrical Code (CEC);
- Capable of estimating and scope development for electrical design scope of projects;
- Demonstrated ability to complete jobs through all phases, from conception through close-out; and
- Able to organize and prioritize work to meet deadlines.

### Responsibilities:

- Collaborate with E&IC engineering manager providing support, help, and assistance, contributing solutions and introduce efficient ways of doing the task to complete projects;
- Lead a team of designers and drafters, organize work and direct other personnel;
- Participate in design coordination with engineers and other disciplines designer leads in the development of complete drawing packages;
- Independently evaluate, select, and apply standard design techniques, procedures, and criteria;
- Review and check design drawings and vendor shop drawings;
- Ensure accuracy and quality of work by all project team members and make sure deadlines are met;
- Participate in scope development, estimating, scheduling and job status meetings;
- Provide technical support to clients and junior and intermediate drafters;
- Conduct field investigations, produce clear field reports with detailed sketches, written and verbal instructions;
- Delegate duties to junior and intermediate drafters as needed and follow-up to ensure activities meet quality and regulatory standards;
- Perform routine to moderately difficult design assignments, under general supervision, which requires the application of fundamental design techniques in accordance with company and industry standards and codes;
- Review or check the work of other designers and drafters; and
- Take an active role in Total Quality Management and Continuous Improvement initiatives.

This is an opportunity to work with industry leaders in a uniquely enjoyable work environment. Our recruiting mission is to hire the best people for the job, provide an unbeatable work setting and respect and value our team. It's what makes us exceptional.

If you are interested and qualified for this opportunity please send your resume to [hr@upsideeng.com](mailto:hr@upsideeng.com) with **Electrical Design Drafting Coordinator** in the subject line.