



# INBERG-MILLER ENGINEERS

Quality Solutions Through Teamwork

## EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

**DATE OF OPENING:** January 24, 2018  
**FROM:** Jeremy J. Hernandez, Executive Vice President/Director  
**EMPLOYMENT OPPORTUNITY:** **COMPUTER AIDED DRAFTING TECHNICIAN**

Part-time position opening for a Computer-Aided Draftsperson. Primary duties include working from sketches, notes, and other input materials to produce manual and /or computer-generated graphs, charts, overlays, and completed drawings, providing competent and quick service to the project team, and coordination of document transfers with clients and other design professionals in completing assignments. Must understand and follow company standard CAD procedures for layering, etc., and standard drawing procedures for sheet layout.

- **Experience:** CAD experience working as CAD Technician required Manual drafting experience also preferred.
- **Education:** Minimum education requirement includes technical degree in Drafting Technologies or other equivalent education or experience. Any completed college level coursework in Engineering or Surveying Technology is desirable.
- **Compensation:** Competitive salary with compensation dependent upon relevant education, certifications, training, and experience.

A more complete Position Description is attached hereto and made a part of this Announcement. To complete our application process, applicants must submit an Application for Employment, a current resume, and transcripts of studies from college(s) attended. This information may be submitted on-line at [www.inberg-miller.com](http://www.inberg-miller.com), or through the mail addressed to Wendi Steeds, Inberg-Miller Engineers, 124 East Main Street, Riverton, Wyoming 82501. If you have any questions regarding our application process, please contact Wendi Steeds toll free at 877-228-8178 or 307-856-8136.

Inberg-Miller Engineers is an Equal Opportunity Employer and does not discriminate in its hiring practices. Each person, without regard to race, religion, color, national origin, sex, age, disability, or veteran's status, will receive equal consideration.



## POSITION DESCRIPTION

**DATE OF OPENING:** January 24, 2018  
**POSITION TITLE:** Computer-Aided Drafting Technician  
**REPORTS TO:** Surveying and Engineering Project Mangers

### POSITION FUNCTION:

- Primary duties include working from sketches, notes, and other input materials to produce manual and/or computer-generated graphs, charts, overlays, and completed drawings, providing competent and quick service to the project team, and coordination of document transfers with clients and other design professionals in completing assignments. Must understand and follow company standard CAD procedures for layering, etc., and standard drawing procedures for sheet layout.
- Work includes, but is not limited to, creating layouts, drawings, and designs that meet engineering specifications using computer-aided drafting methods. Reviews engineering drawings and design. Retrieves information to complete drawing, layout or design.
- Our company employment philosophy is to cross-train our employees and teach them about the various kinds of work IME performs. In addition to surveying projects, they could be involved in geotechnical, civil, environmental, and contract drilling projects from time to time. While we do not expect everyone to be an expert in all these areas, we believe that our employee should have a basic understanding of our core business activities and should be able to help out in all of these disciplines as the need arises.

### TYPICAL DUTIES, RESPONSIBILITIES, AND SKILLS ESSENTIAL TO THE POSITION:

- Must be able to follow instruction, self-motivated, and work independently, or as part of a project team.
- Complete assigned tasks in a timely, logical manner and exercise discretion and good judgment in accomplishing assigned tasks and goals.
- Must have organizational, communication, interpersonal, and intellectual skills
- Ability to organize, prioritize, and follow multiple projects and tasks to completion.
- Ability to become proficient with computer programs associated with Microsoft Windows operating systems (Word, Excel, Outlook, etc).
- Ability to communicate well, both verbally and in written form.
- Ability to work in adverse weather conditions, nights, weekends, and holidays, if needed.

- Willingness to work more than 45 hours per work week as the job schedule dictates.
- Ability to read and comprehend technically-written material.
- Ability to establish and maintain positive and effective working relationships with clients, fellow employees and anyone with whom you come in contact at any time during working hours.
- Ability to become proficient in AutoCAD Civil 3D.
- Ability to research project specifications and details
- Adaptability.

#### **EXPERIENCE:**

- Any relevant experience with surveying experience is desirable.

#### **EDUCATION:**

- Minimum education requirement includes technical degree in Drafting Technologies or other equivalent education or experience. Any completed college level coursework in Engineering or Surveying Technology is desirable.

#### **TRAINING:**

- NICET or American Congress on Surveying and Mapping is desirable.

#### **OTHER REQUIREMENTS:**

- Ability to represent IME in a professional manner including, but not limited to, personal appearance and cleanliness, and communications techniques with clients, fellow employees and anyone with whom you come in contact at any time during working hours. Good judgment, consistent with acceptable business norms, should serve as a basis for the measurement of personal appearance and cleanliness. Extremes of any sort are unacceptable.
- Ability to complete required training and to pass required tests necessary to obtain the certifications required to perform the duties and responsibilities of the position.
- Ability to achieve negative results on a drug test. Employment will be denied to anyone with a positive pre-employment screen according to our current Substance Abuse Policy.
  - IME has implemented six types of drug and alcohol testing:
    1. Pre-employment (drug testing only)
    2. Reasonable suspicion
    3. Post-accident
    4. Random
    5. Follow-up
    6. Return-to-duty

- IME has three drug and alcohol testing plans:
  1. IME's Company Drug and Alcohol Testing Plan
  2. The Department of Transportation – Federal Motor Carrier Safety Administration (DOT-FMCSA) Plan
  3. The Department of Transportation – Research and Special Programs Administration (DOT-RSPA) Plan. Depending upon the position for which an employee has been hired, the employee could be involved in more than one of these programs if the duties of the employee require him/her to perform “covered functions” associated with the regulations of the Department of Transportation in 49 CFR, Parts 40, 199, and 382.
- Ability to suspend the use of tobacco during working hours both in the IME' workplace and vehicles, and that of our clients'.
- Ability and willingness to abide by set policies and/or safety programs established by our clients and/or regulatory agencies which govern our performance and behavior in the normal course of our work while on the clients' property or job site.
- Ability and willingness to read, comprehend, and abide by our company policies.
- A valid driver's license will be required if an essential job function requires you to operate a company owned or leased motor vehicle. For applicants that meet this criteria a Motor Vehicle Report (MVR) will be requested and applicants with three moving violations within the last three years or a DUI conviction within the last five years will be automatically deleted from further consideration for employment.
- After an offer of employment is made, continued employment is conditioned upon the results of a medical exam. The results of the medical exam must demonstrate the medical and physical capabilities to perform all of the demands of the essential functions of the position, with or without reasonable accommodations.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:**

- None.

**PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:**

- Work Type: Medium, exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Climbing/Balancing: Climb inclines, ladders, and uneven surfaces. Balance required.
- Walking: Frequently
- Stooping/Bending: Frequently.
- Stand/Sit: Stand/sit about 20/80 percent of job time.
- Reaching: Frequent reaching, overhead as well as horizontal.
- Vision: Corrected vision to 20/20 or adequate to perform essential functions.

- Color Vision: Required
- Hearing: Frequently perceive nature of sounds by ear.
- Speech: Ability to express ideas by means of fluent English.
- Eye/Hand/Foot Coordination: Frequently operate precision equipment.
- Manual Dexterity: Frequently operate precision equipment.

**ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:**

- Inside/Outside: Work inside and outside.
- Cold/Heat: Adverse weather conditions possible.
- Wet/Dry: Adverse weather conditions possible.
- Noise/Vibrations: Exposure to heavy construction and equipment noise.
- Hazards: Moderate to heavy exposure to traffic and construction areas.
- Fumes/Dust/Odors: Exposure to dust, construction equipment, fumes, and natural gases. Exposure to hazardous materials.

**MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:**

- CAD Software (AutoCAD, Civil 3D 2015, and Micro Station)
- Plotters
- Company Vehicles
- Maps and Plans
- Drafting Tools
- Text books and Manuals
- Light Table
- Calculator
- Computers

**REMARKS:**

- The above position description is intended to describe the duties of a Computer-Aided Drafting Technician in general terms and does not necessarily describe all of his/her duties.