



RGI UTILITY CONSULTANTS
A PROACTIVE COMPANY



WE'RE HIRING

AUTO-CAD OPERATOR

ABOUT US

RGI Dry Utility Consultants, a company of Proactive Engineering Consultants, is an industry leader providing specialized Dry Utility Consulting services to public agencies and private companies throughout California. Some of our project experience consists of power transmission and power communications coordination, master planned communities, industrial complexes, retail centers, commercial spaces, and parks. RGI delivers the highest level of service to clients, consultant teams and construction staff.

DESCRIPTION

Prepare Dry Utility Composite Plan Base Map for use by Designers and Project Managers. Prepare "SCE format" CAD files that are required by the power company. Observation and interpretation of numerous design elements specific to this industry. Working with "Paper Space" and "Model Space" segments of Auto CAD with point orientations and related layers which will be needed for coordination between Architects/Civil/Landscape Consultants.

This is an office-based job opportunity for a Civil Engineering, Surveying, and Dry Utility Firm. We support your growth with advancement opportunities. Education is encouraged with a tuition reimbursement policy and on the job training.

Hours Per Week: Full-Time position, 32-40 hours

Hourly Wage: \$18.00-\$20.00/hour, dependent on experience

Office Location: Near 91/15 freeway in Corona, CA

Benefits:

- Vacation, CA Sick, Holiday, Flex Work Schedule
- Offered after eligibility period met: 401k, Medical, Dental, Vision, Life Insurance

PROFESSIONAL REQUIREMENTS

- Exceptional organizational and professional verbal and written communication skills
- Proficient /knowledgeable in all Microsoft Office programs (Excel, Word, and Outlook being of highest importance), knowledge of Bluebeam preferred
- Proficient in Auto CAD
- Must have attention to detail, follow direction well, and work well with others
- Willingness to learn and expand skill set, further education
- Prefer someone with a desire to work for a company long term (this is not a temporary position)
- Ability to prioritize tasks and manage time efficiently
- Six-month experience working in an office environment
- High School graduate who is motivated, eager to learn, and resilient, and willing to take community college courses to boost learning of CAD skills, as needed
- Tuition Reimbursement of "approved" college courses available - after passing 90-day on job training program, maintain a "B" for course, must read company policy information for reimbursements (Auto-CAD Drafting Technology/Engineering community college series)
- Valid Driver's License with good driving record

GET IN TOUCH

✉ info@ProactiveEngineering.net

🌐 ProactiveEngineering.net/careers **APPLY HERE**