



JOB DESCRIPTION

Job Title: Junior Draftsperson **Position Number:** 95-30

Incumbent: Vacant **Effective Date:** August 2026

Status: Permanent **Pay Level** 7 **Bargaining Unit:** X Yes No

Supervisor's Title: Manager, Asset Management

Department: Engineering and Capital Projects

POSITION SUMMARY

The Drafting Department at Yukon Energy Corporation (YEC) is responsible for maintaining YEC's engineering drawing records and ensuring drafting quality and consistency. The Junior Draftsperson works collaboratively within a team to manage, produce, and maintain detailed design drawings, copies, and related records using CADD and manual systems.

The position prepares easement and permit submissions for assigned projects and ensures that all drawings and related records, including permits and easements, are accurate, current, and stored in accordance with corporate drafting standards, policies, and procedures.

DUTIES AND RESPONSIBILITIES

- Create and revise engineering design drawings, including electrical, control, civil, mechanical, transmission, distribution, and land base drawings, using MicroStation with a high degree of accuracy and completeness and in accordance with drafting standards.
- Circulate drawings for review and authentication in accordance with engineering drawing review and approval processes.
- Maintain and manage master drawing sets, metadata, and drawing revision histories within the shared drawing management system or repository.
- Serve as the Drawing Management System super-user. Train and coach others on drawing check-in and check-out procedures, related standards, and processes.
- Manage the controlled transfer and quality assurance review of large drawing sets to and from engineering contractors.
- Interpret survey plans, legal land descriptions, and parcel, lot, and block information.
- Prepare land base drawings and exhibits to support easements, rights-of-way, land access agreements, and federal, territorial, and municipal permit applications.
- Determine the appropriate permits required for various field and construction activities.
- Lead permit application processes for applicable projects and build collaborative relationships with the Yukon government's Lands Branch and other agencies to facilitate permitting activities.
- Maintain and update drawing lists, registries, land-use activity records, and equipment inventories.
- Provide practical recommendations for improving systems and processes that support the orderly management and control of drawing sets and records.



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- Operate printers, plotters, scanners, and the Lamicoid engraver. Ensure that all drafting equipment and software remain operational and up to date.
- Maintain the confidentiality of all corporate information.
- Comply with all Yukon Energy policies, procedures, and guidelines.
- Perform additional duties as assigned to support Yukon Energy's engineering and operational objectives.

REQUIRED SKILLS, EDUCATION AND EXPERIENCE

- A technical diploma in drafting or engineering technology with a drafting focus, combined with a minimum of three to five years of related drafting experience in an engineering environment.
- Demonstrated accuracy and efficiency as a CADD draftsman, with experience using MicroStation and the ability to interpret and convert engineering markups, sketches, and redlines into construction or record drawings.
- Strong communication skills, with the ability to build effective working relationships and collaborate with internal and external stakeholders.
- Experience with and knowledge of current Yukon land management and permitting processes, practices, and local land management challenges.
- Experience working with and administering Drawing Management Systems.
- Proficiency with software applications commonly used in engineering environments, including AutoCAD, Excel, Microsoft Office, and SharePoint.
- Strong organizational, planning, time-management, and prioritization skills, with the ability to meet commitments in alignment with organizational priorities.
- A valid Class 5 driver's license.
- A valid first aid certificate.

WORKING CONDITIONS

- The position normally works in an office environment, with occasional site visits.
- The employee may occasionally be exposed to inclement weather while working outdoors or travelling.