



JOB DESCRIPTION

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

Incumbent: Vacant **Effective Date:** May 2025

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

Supervisor's Title: Manager, Asset Management **Department:** Engineering and Capital Projects

SUMMARY

The Junior Draftsperson works collaboratively in a team-based environment to produce and maintain detailed design drafts, copies, and drawing records using CADD and manual systems. They ensure all computerized records—including legal plans for Yukon Energy lands—are up to date and fully documented in accordance with corporate drafting standards, policies, and procedures.

DESCRIPTION

Drawing Production & Updates:

- Create and revise civil, mechanical, and electrical design and as-built drawings using CADD technology.
- Update all drawings to comply with current corporate drawing standards.
- Circulate drawings for approval in accordance with design review and approval processes.

Land Parcel Mapping:

- Assemble land-parcel boundaries and rights-of-way on CADD drawings for transmission corridors, distribution systems, and potential future sites.
- Update of land-base drawings with input from survey, design, and as-built drawings.

Document Control & Technical Libraries:

- Organize and maintain files and records of land-use activities and technical reports.
- Improve and expand drawing archives and drawing management systems.
- Perform drawing searches and scan large-format documents into digital repositories.

Equipment Maintenance & Registry:

- Ensure all drafting equipment and software are operational and up to date.
- Operate printers, plotters, and scanners.
- Maintain and update drawing lists, registries, and equipment inventories.
- Operate the Lamicoid machine and engrave identification plates as required.



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Safety & Compliance:

- Adhere to Yukon Energy's safety policies, procedures, and guidelines at all times.

Confidentiality & Corporate Policies:

- Maintain the confidentiality of all corporate information.
- Comply with all Yukon Energy policies, procedures, and guidelines.

Other Related Duties:

- Perform additional tasks assigned to support Yukon Energy's engineering and operations objectives.

KNOWLEDGE, SKILLS, AND ABILITIES

- Technical diploma in drafting, or engineering technology with a drafting focus with several years of related experience.
- Knowledge of computerized software applications (MicroStation, AutoCAD, Excel, Microsoft Office, SharePoint).
- Strong client service orientation with good organizational and interpersonal skills.
- Ability to work both independently and in a team and cross-cultural environment.
- A valid First Aid certificate would be considered an asset.

WORKING CONDITIONS

The position normally works in an office environment with minimal exposure to physical injury or adverse environmental conditions and will occasionally involve visits to plants or site. The incumbent will occasionally be exposed to inclement weather while working outside and traveling.