

Technical Officer (Civil Engineering Drafting)
(Ref: PD-C&A-TO-T1-COW)

Responsibilities :

Reporting to the Chief Civil Engineer, the appointee will mainly perform the following responsibilities:

- To assist in the preparation of tender documents and working drawings for project tender / quotation invitations and construction work programmes
- To prepare technical drawings / presentation materials for project planning and feasibility study as well as government's submissions
- To prepare and maintain scanned drawings / documents in electronic format and update the drawings records
- To update the Excavation Permit Management System (XPMS) and Audit Inspection Management System (AIMS) of Highways Department for trenching works

Requirements :

- Higher Diploma / Associate Degree in Civil and Structural Engineering or related disciplines
- A minimum of 5 years' relevant work experience in drafting work for civil, structural, building and trenching projects
- Familiar with relevant local and international regulations, procedures, standards and codes of practice
- Knowledge in Microstation, Photoshop and Building Information Modelling (BIM) an advantage
- Holder of a valid driving license (Class 1&2) an advantage
- Proficiency in computer applications such as AutoCAD, MS Office & Chinese word processing
- Good command of English and Chinese languages, both spoken and written

Candidates with less relevant experience and lower qualification may be considered for the position of **Assistant Technical Officer**.

Working Location : Admiralty

Application:

If you are interested in this position, please send your resume and the [Application Form \(in PDF format\)](#) to the Senior Manager (Human Resources Services), The Hongkong Electric Co., Ltd. at recruit@hkelectric.com. Please also visit our website to know more about our Company <http://www.hkelectric.com>.

Important: To facilitate our easy tracking, please use a unique file name for all attachments and your email subject box in this format: PD-C&A-TO-T1-COW -Last Name First Name Other Names (if applicable)

Applicants not invited for interview within two months from the application date may consider their applications unsuccessful. All unsuccessful applications will be kept for six months after the application date.

We are an equal opportunity employer. Personal data provided by job applicants will be treated in strictest confidence and used only for recruitment-related purposes in accordance with the laws and ordinance of the HKSAR.

(本項職位空缺只備英文版本)