



## **POSITION DESCRIPTION**

### **Drafter / CAD Operator**

#### **Purpose:**

Using CAD software responsible for all aspects of drawing formatting, detailing and production necessary to fabricate and construct all aspects of complete rink system designs, comprised of, but not limited to, Title Sheets, Piping and Instrumenting Diagrams (P&ID'S), Index Sheets, Isometric Layouts, single lines, layouts, piping schematics and layouts, equipment layout, and specific details and sections as needed, including but not limited to all pumps, piping, electrical, site preparation and foundation elements as required to deliver a complete drawing package suitable for shop fabrication and field construction activities.

#### **Reports to:**

Engineering Lead

#### **Responsibilities:**

1. Create, format, number and establish proper configuration management for complete construction/fabrication level of drawings.
2. Routinely interact and work closely with other team members as necessary to assure quality drawing packages and efficient drawing production.
3. Ensure all drawings supplied to the client, shop and field are error free, properly detailed, current revision, and comply with project requirements and expectations.
4. Produce fabrication and construction ready drawings and complete drawing packages.
5. Complying with project status updates.
6. Assist in coordinating resolution of shop and field questions, issues and problems.
7. Assist in day-to-day department operations when necessary.
8. Draft plans and detailed drawings for structures, installations, and construction projects.
9. Organizing and uploading drawings to web-based storage sites to share drawings with project managers and subcontractors.
10. Print various formats of drawing sets for project managers, site superintendents and customers.





11. Create, edit and update standard details and drawing library for use in future projects.
12. Systematically saving sketches and drawings in our CAD server, keeping the server organized, updating folders and files as jobs progress and revisions made.
13. Thinking creatively and critically to support the project team in the design process, to create sketches and drawings that work.
14. Maintain/update multiple projects simultaneously.
15. Complete project drawing packages from start to completion in allotted time frame.

**Required Qualifications:**

- Associate degree in Mechanical Drafting or Engineering Discipline (relevant experience may be substituted for formal education)
- Strong technical aptitude
- Experience utilizing 2D drafting software (AutoCAD preferred)
- Computer skills – high proficiency in Excel, Word, PowerPoint
- Must possess very strong problem-solving skills. Must demonstrate the ability to solve problems in dynamic environments and be able to use critical reasoning to solve problems and make decisions
- Must be able to take ownership of projects and be accountable for deliverables
- Ability to travel to jobsites and/or construction meetings when required

**Preferred Qualifications:**

- 2-5 years of experience in a similar role within a related field
- 3D drafting/modeling experience (Autodesk Inventor preferred)
- Experience with building codes, materials, and systems preferred





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