

## **JOB DESCRIPTION – DRAFTER**

### **I. REPORTS TO:**

1. Functionally to Manager of Engineering.
2. For project purposes to Project Manager, or if acting as Project Manager, to Manager or Projects or Lead Drafter.

### **II. RESPONSIBLE FOR:**

1. Preparing design layouts, arrangements, assembly drawings, detail drawings, and calculations (commensurate with training and experience) to meet clients needs. Drawings and calculations may be prepared manually or by computer.
2. Checking drawings for dimensioning/tolerance, accuracy, and conformity to design, drafting standards, vendor information, reference material, and clients' requirements.
3. Securing from the Project Manager, the Drafting Project Leader, and/or the Lead Drafter, all information needed to perform the assigned work.
4. Coordinating work efforts with other group members and group leader. Applying personal background experience as well as soliciting that of others.
5. Providing approval comments on vendor drawings, shop details and other foreign generated material.
6. Communicating with client as required by the needs of the project, and with the approval of the Project Manager, either in meetings or in phone conversations.
7. Fully documenting to the Project Manager, the Drafting Project Leader, and others involved, the results of communications with the client and all other pertinent information.
8. Being aware of and adhering to allotted hours and completion dates for assignments.

9. Preparing drafting estimates and providing input to proposals, ensuring realistic estimates.
10. Maintaining an on-going awareness of Cad capabilities and using those capabilities when appropriate.
11. Providing supplemental services, including scopes of work, equipment/material specifications, vendor contacts, cost estimates, schedules, bid analysis, etc.
12. Providing on-site services to clients including facility inspections and construction support. Responsible for ensuring that the client's and WL Portland Systems, Inc. safety regulations are followed.
13. Maintaining client relationships and promoting goodwill with clients. Responding to client concerns and taking appropriate action.
14. Adhering to all company policies and procedures.

**III. FUNCTIONAL AUTHORITY:**

Normally none.

**IV. PROJECT AUTHORITY:**

Varies, depending on individual capabilities.

**V. REQUIRED SKILLS**

Demonstrated proficiency in AutoCAD, Revit

**VI. EDUCATION**

Candidates should possess an Associate Degree in design or drafting, or, equivalent work experience

**VII. EXPERIENCE: 5 + years of drafting experience**