

Drafter



Department:

Operations

Immediate Supervisor:

Mechanical Design Manager

Location:

Houston or Midland TX

Job Description:

The 3D CAD Draftsman performs a variety of design/drafting activities including preparing/updating installation drawings for projects, preparing assembly/manufacturing drawings, and managing workload distribution within the CAD department. Other duties to be performed as assigned.

Position Duties/Responsibilities:

- Prepare dimensional drawings, installation drawings and more complex drawings.
- Revise and update existing drawings reflecting design changes, in collaboration with the Engineering guidelines.
- Review plans, specifications and other customer documentation if service is requested by the application engineer or project manager.
- Works with Engineers and Project Managers on guidelines for installation drawings which meet and exceed the customer's requirements (bid and submittal phase). Implement these requirements on drawings sent to the customer.
- In compliance with document control, the drafter/designer maintains notes, design calculations and other documentation (like drawings, bill of materials, list of design parameters, and /performance guarantees) for future reference.
- Comply with filing procedures for drawings to maintain up-to-date drawings
- Performs field walk downs/as built of existing client facility P&ID's.
- Utilizes laser scanning device to gather required information for Piping Designers.

Qualifications:

- Associate's degree or completion of a technical trade school in CAD preferred, drafting or related field, or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.
- Experience using AutoCAD 2D design software (preferred).
- Experience in equipment layout for industrial construction projects. (preferred).
- Proficient in AutoCAD software.
- Excellent communications skills: interpersonal, listening, oral, and written.
- Skilled in PC usage and associated software including Microsoft Office.
- Able to generate layout drawings from sketches and specifications.
- Knowledge of standard drafting practices and procedures.

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- Able to work with minimal supervision, efficiently schedule and manage time.

Physical Requirements:

- Must be able to stand, walk, sit, reach with hands and arms, climb stairs and ladders, balance, stoop or kneel, talk, and hear, and use fingers and hands to feel objects, tools, or controls.
- Must be able to lift-up to 15 pounds at a time.
- In some cases, the site working environment may include outside conditions and exposure to high temperatures.
- May require extended overnight travel to another client location/facility or the home office.
- Conditions will vary at each location, but the conditions listed above will generally apply.

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