



JOB DESCRIPTION – ENGINEERING CAD DRAFTER

- Performs drafting assignments within company and industry standards using a Computer as an aid to drafting
- Set up plans (“Stripping Plan”)
- Understands computer and hard copy filing system
- Flexible and uses good judgement to achieve project goals or client expectations
- Understands where to find and how to use project research during “Stripping
- Understands Topographic Surveys and Architectural Site plans and how they relate
- Completes detailed drawings from sketches, plans, specifications, as well as, written and verbal instructions
- Translates mark-ups into final working drawings
- Works closely with CAD Supervisor, Project Managers, Engineers and Designers to Obtain project information and ensure drawings are accurate and complete
- Recommends minor design changes to CAD Supervisor and/or Engineer/Designer
- Reviews all work for completeness and accuracy before submitting to Manager for review
- Uses drafting check list to ensure quality and completeness
- Assists in setting up and maintaining CAD Standards
- Maintains the look and consistency of Burrell drawings
- Maintains consistent layers and line types
- Maintains consistent file names and directories
- Identifies, recommends, and practices ways to be productive and efficient
- Provides accurate account of time spent on projects with descriptions for each time entry
- Plots drawings and assemble sets for submittal
- Assists in developing solutions to computer problems
- Maintains neat and orderly work area, which will allow access to project information To other team members
- Understands scope of work and alerts Project Manager, and Office Manager to request additional work
- Performs plotter and printer maintenance
- Performs hard-copy plan filing
- Performs other duties as assigned