



CERTIFIED | EXPERIENCED | ENGINEERING




POSITION DESCRIPTION

Position title:
Junior Draftsperson

Reports to:
Trent Talbot

Date:
May 2022

CIVIL ⚙️ STRUCTURAL ⚙️ MECHANICAL ⚙️ ELECTRICAL ⚙️ DESIGN + DRAFTING ⚙️ CONTROL SYSTEMS ⚙️ OPERATIONAL SUPPORT

waterlineprojects.com   

POSITION DESCRIPTION

POSITION TITLE: JUNIOR DRAFTSPERSON	REPORTS TO: TRENT TALBOT OR SUCH OTHER PERSON/S AS THE COMPANY MAY NOMINATE FROM TIME TO TIME.
POSITION SUMMARY ASSIST WITH DRAWING AND MODEL PREPARATION AND PERFORMS SUPPORT TASKS SUCH AS DRAWING AND FILE MANAGEMENT AND GENERAL OFFICE TASKS RELEVANT WITHIN A DRAWING OFFICE. JUNIOR DRAFTER MAY PREPARE DRAWINGS OR MAKE CHANGES TO DRAWINGS UNDER THE DIRECTION OF A DRAFTING TECHNICIAN, SENIOR DETAILER OR ENGINEER.	
POSITION DETAILS	<i>Description of duties and responsibilities</i>
DESIGN AND DRAFTING	<ul style="list-style-type: none"> • Perform redline mark ups and redraws as provided via client. • Drawing creation as guided by senior staff. • Detailing and dimensioning designs created by senior designers. • Exposure to all types of drafting fields, processes and software.
3D PRINTING	<ul style="list-style-type: none"> • Assist in running 3D prints and maintenance of printers. • Model clean up and assembly.
<i>As well as any other tasks or duties for which you may have the skill, knowledge and/or training that is required of you from time to time.</i>	
ESSENTIAL QUALIFICATION/S AND EXPERIENCE	
QUALIFICATION/S	Experience
<ul style="list-style-type: none"> • Be willing to complete Cert 3 in drafting or diploma of engineering 	<ul style="list-style-type: none"> • High school design experience • Some exposure to drafting software
ESSENTIAL COMPETENCIES [KNOWLEDGE, SKILLS AND ATTRIBUTES]	
<ul style="list-style-type: none"> • Knowledge of cad software and electronic filing systems • Communication skills • Presentation skills • Eye for detail • Discipline and time management skills • Ability to follow standards 	

ESSENTIAL BEHAVIOURS

WORKPLACE CULTURE

- Demonstrate our culture, values, and brand promise at all times.
- Articulate the benefits of our culture, values, and brand promise to other team members and our clients as a competitive advantage.
- Maintain good working relationships with internal and external stakeholders.
- Set high standards of teamwork.
- Contribute positively at internal and external meetings.
- Share information openly.
- Maintain and update knowledge of new innovations and initiatives in stakeholder management field.
- Take ownership, accountability and responsibility of your work, WL culture, WL business goals and KPI's.

NOT ACCEPTABLE IN THIS ROLE

- Poor attention to detail
- Poor communication with clients

KEY RELATIONSHIP WITH

INTERNAL:

- Mechanical Team and Projects
- Digital Design Team
- Operational Technology
- Operational Support Team
- Civil and Structural Team and Projects
- Electrical Team and Projects
- Business Services/Marketing

EXTERNAL:

- Job dependant – Clients