

**Position Title:** ELECTRICAL CAD DRAFTER

**Report To:** LEAD CAD DESIGNER

## **1 PRIMARY FUNCTION**

The CAD Drafter is responsible for the preparation of high-quality electrical, control and instrumentation drawings for the Clients of Welcon Technologies. This includes performing routine and medium complexity drafting assignments from instructions or sketches provided by Electrical Engineers and/or CAD Designers. The CAD Drafter functions independently with only limited supervision from the Lead CAD Designer and occasional direction from the Electrical Engineers.

## **2 CORPORATE RESPONSIBILITIES**

- Represent/Embrace the Company's Vision and Values.
- Understand and describe the full range of services offered by the Company.
- Assist in the positive promotion of the Company and its Values at all points of contact with Clients, Suppliers and the Community.
- Recognise the key Values of the Company and participate in building a positive team culture of high quality staff.
- Act professionally and in accordance with the Company's Policies and Procedures at all times.

## **3 ACCOUNTABLE DUTIES**

### **3.1 General**

- To prepare new electrical drawings such as Single Line Diagrams, Schematics, Termination Diagrams, Lighting & Power Layouts, Equipment Layouts & Schedules, Panel Arrangements.
- To prepare new control system drawings such as PLC/DCS I/O schematics, PLC/DCS panel layouts, Communications diagrams, Operator Interface Arrangements.
- To prepare new instrumentation drawings including P&ID's, Loop Diagrams, Instrument Hook-up Details, Termination Drawings, Hazardous Area Details, Junction Box Details.
- To undertake site inspections to gather data and collect existing drawings from Client systems.

- To undertake field verification of existing drawings.
- To modify and update existing CAD drawings, as above.
- To understand and comply with the various drafting standards of Clients and Welcon Technologies and ensuring that drawings and designs comply with the requirements of the relevant Australian Standards.
- To understand and comply with the Company's various Quality Assurance procedures relevant to the preparation and control of drawings and their revisions.
- For the completion of all tasks on time and within the nominated budgets.
- For interaction with other drafters, designers and engineers as part of small but dynamic project teams.

### **3.2 Environmental, Health & Safety**

- Identification of Environmental, Health & Safety hazards when commencing any project tasks or activities.
- Actively participate in Environmental, Health & Safety (EH&S) systems as required and understand the concepts of Client's and Welcon's EH&S systems.
- Follow all Environmental, Health & Safety relevant procedures.

## **4 SKILLS REQUIREMENT**

### **4.1 Technical**

- AutoCad 2012
- Data Storage in a Networked environment
- Laser Printers (A3)
- A1 plotters
- Microsoft Outlook (email)

### **4.2 Communication & Literacy**

Individuals must be able to demonstrate proven hands-on experience in the following:

- Ability to read equipment manuals and interpret applications and connections required for successful use in a design.
- Ability to effectively present information on a drawing for maximum clarity.
- Ability to read, analyse and interpret general technical journals, technical procedures, Australian Standards or Governmental regulations.

### **4.3 Reasoning & Analytical**

- Break a complex task into its components and assign their relevant priorities.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form, when dealing with client and supervisor requests.
- Utilise all available research methods and resources available for technical support, including Technical Libraries and the Internet.

## **5 EXPERIENCE**

A minimum of three (3) years relevant CAD Drafting experience predominately in an industrial environment is expected.

## **6 QUALIFICATIONS & EDUCATION**

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily.

It is expected that the employee has completed or will complete an Associate Diploma in Electrical Engineering (or recognised equivalent) is the bare minimum qualification requirement. In addition to this, an electrical trade background would be highly beneficial.

## **7 CERTIFICATES, LICENSES, REGISTRATIONS**

The following are the minimum requirements:

- Standard Queensland Open-class Motor Vehicle License is an essential requirement for this position.

## **8 WORK ENVIRONMENT**

- The position is based primarily in a professional office environment in Gladstone, Qld. However, the employee will be required to attend client sites in both commercial and industrial environments. This will include locations such as coalmines, smelters, chemical plants, power stations and refineries. Personal Protective Equipment is provided for minimising any risks at these locations.
- The noise levels in the work environment are usually moderate.
- Travel away from home for up to one week at a time will be expected on some occasions.