

**WEBSITE**

**Short Description for WebSite Careers Tab**

**Electrical Design Drafter**

- Reports to: Engineering & Project Manager

<b>Job's Purpose</b>	Accountable for project design & engineering to fulfill customers' technical specification.  Undertakes computer-assisted engineering design & programming software and equipment to perform engineering tasks.  Maintains records during project, prepares documentation at completion.
<b>Team Contribution</b>	Creates and executes project work plans and revises as appropriate to meet changing needs and requirements. Manages day-to-day operational aspects of a project and scope.
<b>Engineering Design</b>	Operate computer-assisted engineering design & programming software, visit works sites, determine work order and equipment to perform engineering tasks. Prepare and interpret specifications, calculating wire sizes, current requirements and equipment fit for use.
<b>Drafting Drawings</b>	Draft working drawings, wiring diagrams, wiring connection specifications as required for instructions to fabrication/installation crew. Maintain a master file with correct revisions of each drawing.
<b>Project Management</b>	As requested assist project managers in manufacturing, construction, installation, maintenance, support, documentation, and testing activities to ensure compliance with specifications, codes, and customer requirements.

**Employee Profile**

<b>Education</b>	Tertiary qualifications in Electrical Engineering with appropriate (3+yr Experience)
<b>Experience</b>	At least 5 years experience designing and/or installing of electrical engineering in manufacturing or similar industry environment.  At least 5 years experience with CAD drafting software
<b>Training and certification</b>	Ideally, formal training with computer aided design systems.
<b>Knowledge, Skills, and Abilities</b>	<ul style="list-style-type: none"><li>▪ Understands price models, billing and project documentation needs.</li><li>▪ People skills to solve multi-facet multi-department issues.</li><li>▪ An ability to prioritise tasks, duties, workload to make decisions quickly.</li><li>▪ Ability to communicate effectively within team and client relationships.</li><li>▪ High competency in Office software applications; particularly Excel .</li><li>▪ High competency with AutoCAD.</li></ul>
<b>Key Attributes</b>	<ul style="list-style-type: none"><li>▪ Good personal presentation, appropriate for industrial representation.</li><li>▪ Experience designing and drafting Rack layouts, Schematics, Single Line Diagrams and Loop Diagrams for LV &amp; MV power and control circuits</li><li>▪ The ability to merge quickly into a multi-disciplined team and the ability to pick up new concepts quickly</li><li>▪ Able to work well under direction and communicate effectively with Electrical Engineers and Electrical Trades People.</li><li>▪ Ability to learn; AutoCAD Electrical. 3D Inventor</li></ul>