



## Job Description

**Title:** Drafter I                                              **Status:** Non-Exempt  
**Department:** Engineering                                              **Pay Grade:**  
**Reports to:** Director of Engineering                                              **Insperity Group:**

### Responsibilities:

- Transforms initial rough project designs using computer aided design (CAD) into submittal documents.
- Review returned submittal drawing and make corrections.
- Reviews engineering drawing and designs to ensure adherence to established specifications and standards.
- Other duties as required.

### Experience, Skills, Abilities:

- Working knowledge of architectural, structure, and mechanical drafting details
- Proficient with Auto CAD
- Skilled in Microsoft Suite (Word, Excel, Access & Outlook)
- Has knowledge of commonly used concepts, practices, and procedures within the engineering field
- Sound organizational skills and acute attention to detail
- Ability to handle multiple tasks and function well under pressure

### Education and Experience:

- 1 – 2 years of computer aided design (CAD) experience.
- May require an associate degree in a related area and 0-2 years of experience in the field or in a related area.
- Theatrical experience preferred.