Job Description

Title:	**Drafter II**	**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:

- 4-5 years of computer aided design (CAD) experience.
- Theatrical experience preferred.
- May require an associate degree in a related area and 0-2 years of experience in the field or in a related area.

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