

 STRUCTURAL AND STEEL PRODUCTS	<u>Job Description:</u> Drafting Manager	Labor Code: _____ Labor Class: _____	Date Written: 5/31/2022 Date Revised: 7/6/2022 Page 1 of 1
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JOB SUMMARY:

The Drafting Manager will be responsible for planning, assigning and reviewing the work of the Drafters, developing individual and department goals, mentoring staff, and developing drafting standards for the department.

DUTIES AND RESPONSIBILITIES:

- Direct oversight of the Drafting Department
- Develop drafting schedule and adhere to deadlines
- Guide and work directly with team leads giving providing insight and instructions
- Mentor and develop Drafting Department
- Provide clear and concise communication to internal and external stakeholders
- Continuously improve drafting standards and best practices
- Review specifications and engineered designs for constructability and manufacturability
- Review customer-provided plans and discuss any discrepancies with the appropriate team member(s)
- Check drawing packages prior to fabrication
- Work closely with cross-functional team members
- Perform other job-related tasks as assigned by management

MINIMUM JOB REQUIREMENTS:

- High School Diploma or equivalent
- 2 years minimum experience in management and/or supervisory role.
- 5 years minimum experience drafting transmission, communication, substation, or similar structures.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to delegate multiple projects and prioritize tasks
- Knowledge of fabrication best practices
- Demonstrated knowledge and experience in industrial drafting
- Proficient in AutoCAD or other computer-aided design software
- Experience with Microsoft Office
- Experience in detailing structural components
- Knowledge of AWS weld symbols
- At least 3 years steel fabrication experience or training to perform checking of drawings
- Experience in drawing similar projects the fabricator or manufacturer provides
- Ability to work overtime as required
- Ability to work well with other team members

CONDITIONS OF EMPLOYMENT:

- Successful candidate must submit to post offer, pre-employment physical examination/medical history check.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work is typically performed in an office work environment.
- Limited physical effort required.
- Minimal exposure to physical risk.