



JOB TITLE: Drafter

GENERAL DESCRIPTION

This position is responsible for preparation of production drawings, small scale erection drawings and material requisitions used for fabrication and installation of precast concrete products. This position supports the department in maintaining internal scheduling for project requirements and deadlines.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Prepare production and small-scale erection drawings utilizing standard practices, engineering, and project specific requirements.
- Prepare material requisition for production and erection hardware, including plate/assembly drawings.
- Maintain project flow, following target dates as established by the Coordinator-Design and Engineering.
- Maintain job file, ensuring documentation exists to protect Wells interests and ensure job success.
- Utilize, develop, and maintain departmental standards and practices.
- Communicate effectively with General Contractors, Field Personnel, Architects, Engineers, and other departments to facilitate a superior project outcome.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- | | |
|--|---|
| <ul style="list-style-type: none"> – One (1) year previous experience working in an Architectural/Structural drafting or design-build drafting environment. | <ul style="list-style-type: none"> – Training/experience with Autodesk Revit |
|--|---|

EDUCATION REQUIREMENTS

- Associate Degree in AutoCAD drafting/design or related field. Related work experience with AutoCAD preferred.

WORKING CONDITIONS

- Predominant working conditions are a general office environment with an occasional exposure to production environment.

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job related duties as may be reasonably assigned by his/her supervisor.

Wells is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, gender identity, disability, or protected Veteran status.