

SENIOR STRUCTURAL DRAFTER

Position Description



Our Vision

The company vision is to be recognised nationally and internationally as a leading provider of asset-related consultancy services.

Our Mission

The company mission is to work in partnership with a widening range of clients, helping them to visualise and achieve their goals, delighting them with innovative solutions of quality and value

Our Values

- Strong client relationships
- Excellent service delivery
- Sharing and celebrating success
- Developing our people to their full potential
- Respect for & sharing of knowledge
- Urgency through empowerment
- Sharing and enjoying success

ROLE OVERVIEW

Department: Structural
Job Title: Senior Structural Drafter
Reports to: Senior Engineers
Location: Brisbane

ROLE OBJECTIVE

As a Structural Drafter, the objective is to successfully prepare documentation of structural drawings using AutoCAD. Liaising with project team members is necessary to produce accurate structural plans. Part of this role includes the tracking of incoming and outgoing drawings and related information.

DUTIES AND RESPONSIBILITIES

- Liaise with structural engineers, in order to create drawings using AutoCAD.
- Ensure work is carried out in accordance to the design through checking.
- Produce drawings with adherence to the company's Drafting Manual and AS1100 standards.
- Participate in relevant training when requested in order to maintain skills such as keeping abreast with new versions of AutoCAD, and participating in lessons on this.
- Issue out, and receive drawings from external sources usually through fax or email.
- Ensure that all incoming and outgoing drawings and information is filed. This includes but is not limited to emails, attachments, and extra information.
- Communicate with both internal and external parties in a professional and diligent manner.
- Attend and participate in any meetings as requested.
- Keep fellow team members and project managers informed of workload and deadlines to help with the delegation of work.
- To record work hours using the Time Sheet.
- To assist with additional duties as requested.

KEY RELATIONSHIPS

Strong, professional relationships are to be developed with internal team members. External relationships with clients and intermediaries are to be maintained to a professional standard.

KEY SELECTION CRITERIA

Essential Skills

- Intermediate to advanced use of AutoCAD / CAD.
- Excellent time management skills in order to predict workloads, and advise of realistic deadlines.
- Familiarity with current draftsperson standards such as those listed in the AS1100.
- Clear written and oral communication at a professional level.
- A high level of organization skills to achieve a high level of autonomy and self-efficiency.
- The ability to be a team-player.
- Intermediate use of general computer programs such as the MS Suite, and Outlook.

Desired Skills and Qualifications

- A qualification in structural engineering or drafting.
- Project management skills or experience.
- Leadership management and development.

Refer to Appendix A: Key Performance Indicators.

APPENDIX A

KEY PERFORMANCE INDICATORS

| KEY RESULTS AREAS | KEY PERFORMANCE INDICATORS |
|---|---|
| TECHNICAL | |
| Quality of drafting work. | <ul style="list-style-type: none"> - Timeliness of drawings produced. - Quality and accuracy of drawings produced. - Repeat business and referrals. - Level of adherence to company standards and AS1100. - Expressed client satisfaction and feedback. - Level of adherence to company standards and AS1100. |
| INTERNAL COMMUNICATION | |
| Reporting abilities. | <ul style="list-style-type: none"> - Ability to express concern, suggestions, and ask appropriate questions. - Ability to act upon the advice given. - Ability to learn from past errors. - Level of professionalism when communicating with fellow employees. |
| Seeking of additional work. | <ul style="list-style-type: none"> - Average work-load. |
| EXTERNAL COMMUNICATION | |
| Recording of incoming and outgoing information. | <ul style="list-style-type: none"> - Organization of information (both outgoing and incoming). - Accuracy of stored information. |
| Communication with outside sources. | <ul style="list-style-type: none"> - Spelling, grammar, and clarity of communication. |
| LEARNING AND DEVELOPMENT | |
| Commitment to professional development. | <ul style="list-style-type: none"> - Willingness to participate in seminars, training sessions, or performance |



reviews.

- Professional Development hours in accordance with NPER requirements.
- Ability to teach and mentor the less experienced.

GENERAL

General adherence.

- Level at which conduct is in line with company ethics, policies, and procedures.

Recording of work hours.

- Accuracy of Timesheet data.

