

<b>JOB TITLE</b>	<b>DRAFTSPERSON</b>
<b>DIVISION</b>	<b>DESIGN &amp; ENGINEERING</b>
<b>REPORTS TO</b>	<b>GROUP DESIGN &amp; ENGINEERING MANAGER</b>
<b>DATE</b>	<b>1/05/2019</b>

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## POSITION DESCRIPTION

### Position purpose

The Draftsperson is responsible for undertaking the documentation of HVAC systems to a state suitable for construction purposes, delivering exemplar drawings that accurately and logically reflect construction requirements, impress our clients and minimise rework

### Main responsibilities

Core responsibilities:

- Model Benmax values and behaviours
- Comply with relevant codes and standards including WHS and company's quality assurance (QA) system
- Participate in internal and external QA audits
- Improve efficiency and effectiveness by seeking to continually improve systems and processes in consultation with your supervisor
- Participate in team meetings

Position specific:

- Proactively seek a briefing from the Project Manager at the start of each new project to agree the approach, timeframes, budget allocation for drafting and identify any unique client requirements.
- Liaise and communicate clearly with all internal and external project team members, including on site.
- Set up agreed project title block information and drawing identification nomenclature in consultation with the project manager.
- Create accurate models and workshop drawings in accordance with company standards - coordinate with all trades.
- As required, create project specific content and families.
- Review models and workshop drawings against company standards in a timely manner and complete Quality Assurance checklists.
- Create and track updates to equipment schedules on layout drawings.
- Upload and store CAD files and drawings into document control system in accordance with company standards.
- Manage timely submission of workshop drawings in accordance with project schedule including finalised drawings for review and sign off by design manager prior to issue for manufacture.
- Actively participate in drafting team meetings.
- Utilise project management software (Procore) for all aspects of project delivery.
- Assist and support the Cadet draftsman.

The above list is not exhaustive and the role may change to meet Benmax strategic objectives.

### Key Performance Indicators (KPIs)

- Attention to detail/quality of the drawings
- Timeliness of producing the drawings in response to clear project program deadlines
- Adherence to quality assurance processes

**Knowledge, skills and abilities**

- [Level 4 core competencies \(office\)](#)

This Position:

- Mastery of the Cadet Draftsperson skill requirements
- REVIT
- Typical construction methods and sequences

**Qualifications**

- Certificate IV in Engineering Drafting

**Industry membership/s**

**Experience**

- Between two and ten years' experience in a similar role