

JOB TITLE CADET DRAFTSPERSON

DIVISION DESIGN & ENGINEERING

REPORTS TO GROUP DESIGN & ENGINEERING MANAGER

DATE 1/05/2019

NOTE: THE 'REPORTS TO' WILL DEPEND ON THE LOCATION:

- IF OUTSIDE OF CANBERRA, OFFICE EMPLOYEES REPORT TO THE LOCATION'S GENERAL MANAGER.
- IN CANBERRA, 'REPORTS TO' FOR OFFICE EMPLOYEES WILL DEPEND ON THE DIVISION IN WHICH THEY WORK.

POSITION DESCRIPTION

Position purpose The Cadet Draftsperson supports the drafting team to deliver quality drafting services to contribute to the success of the company.

Main responsibilities

Core responsibilities:

- Model Benmax values and behaviours
- Comply with relevant codes and standards including Benmax WHSEQ systems
- 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:

- Be actively engaged in learning in both an office and site environment.
- Understand and implement Benmax Quality Assurance processes and check drawing development is in accordance with these procedures.
- Understand and implement project management software (Procore) for all aspects of drawing delivery.
- Develop drafting skills through documentation of small HVAC projects with direction from the senior draftsperson and interface with the project manager.
- Assist with preparation of "Preliminary, Coordination, For Approval and For Construction" drawings.
- Updating drawings to "As Installed" status.
- Help meet project targets and goals.

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 programme deadlines
- Adherence to quality assurance processes

Knowledge, skills and abilities

All roles:

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

This Position:

Qualifications to be completed

- Certificate IV in Engineering Drafting
- AMCA Fire Damper Regulatory Requirements

Industry membership/s

- Nil required

Experience

- Two years' experience in similar role (preferred)