



JT ENGINEERING

Building Solutions

Job Title: CAD Draftsman

Duties and Responsibilities :

1. Set up drawings received from clients according to office drafting standards
2. Create plans and details based on sketches and red line mark ups received from engineers
3. Develop, maintain, and refine office drafting practices and standards
4. Manages and maintains AutoCAD detail library
5. Creates and maintain dynamic block library
6. Manages and maintains tool palette library
7. Communicate with engineers to ensure drawings are complete and accurate
8. Maintain database of existing files and legacy drawings
9. Preparing complete and accurate 2D CAD models and detail drawings from rough or detailed sketches or notes
10. Minimal IT and computer setup

Skills :

- Proficient with AutoCAD (All Versions)
- Oral Communication Skills
- Basic Organizational Skills
- Computer Literacy (Windows 7)
- Professionalism
- Critical Thinking
- Team Player
- Meets deadlines
- General Knowledge of Building Construction Means and Methods
- Basic Knowledge of Computer Networking

Education/Experience :

- High School Diploma
- At least 2 years experience in this field

Physical demands and work environment :

- Office work environment
- Must be able to lift 10 pounds

Please send resumes to: careers@jt-pe.com