



POSITION DESCRIPTION



Position Description – Intern CAD Drafter

POSITION	Intern Computer Aided Design (CAD) Drafter
POSITION HOLDER	
IMMEDIATE SUPERVISOR	Team Leader Design and Drafting
DIRECT REPORTS	Nil

OVERALL OBJECTIVE

Work with the design and drafting team leader (and design and drafting team colleagues) to prepare designs and drawings related to a diverse range of water engineering and irrigation projects. Being an entry level/training position, it is expected that the incumbent will work closely with the team leader to continually increase skills and outputs, whilst ensuring that the company's quality assurance procedures and drafting standards are adhered to.

DUTIES

Without limiting the generality of the foregoing, the 'position' will:

- Develop skills required to produce high quality, accurate drawings using AutoCAD and other tools
- Develop skills required to understand client briefs and implement internal instructions from the project manager (with increasing autonomy as skills develop over time)
- Develop techniques and procedures to enhance the accuracy and speed of CAD design processes
- Assist the team leader and colleagues, ensuring project outputs meet or exceed client expectations for quality, timeliness and cost
- Learn and employ techniques that produce clear drawings that communicate necessary detail
- Participate in administration and training activities as required
- Show commitment to ongoing development of skills and knowledge
- Display respect and empathy for others at all times
- Undertake other duties within the scope of the knowledge, skills and experience of the incumbent as directed by Pinion Advisory management

ESSENTIAL CRITERIA

- Successful completion of Year 12 or equivalent
- Some knowledge of how CAD can be used in the context of water engineering and irrigation
- Intermediate skills using Microsoft Windows Office 365 (Word, Excel, Outlook)
- Demonstrated commitment to the company philosophy, its vision, goals and culture
- The desire and capability to learn, innovate, be creative and recognise opportunities for continuous improvement
- Knowledge of, and adherence to, workplace health and safety protocols
- Good, and consistently developing verbal communication and technical writing skills with the capacity to communicate clearly and effectively with stakeholders from diverse backgrounds
- Accurate and systematic approach to work with the ability to prioritise competing tasks
- Excellent attention to detail, organisational and time management skills
- Ability to maintain a customer service focus
- Demonstrated commitment to teamwork and the ability to work autonomously
- A pro-active, can-do attitude
- Current driver's licence

DESIRABLE CRITERIA

- Experience in drafting or design
- Knowledge in the use of AutoCAD and knowledge of basic commands for professional 2D drawing and design
- Experience with other CAD software including but not limited to:
 - REVIT
 - Civil3D
 - AutoCAD 3D
 - Inventor