

Status: Non-Exempt

Reports To: *Department Manager*

Job Description

Position requires sound comprehensive knowledge of design and drafting techniques, engineering drawing, CAD/graphics, computer model work, and reading of drawings. Responsible for developing designs for complete and complex engineering systems, structures and plant arrangements with minimum supervision. Plans and executes the presentation of these in graphic form or in detailed scale models. Has good knowledge of industry and regulatory standards and codes.

Typical Duties:

Typical duties will include but not be limited to the preparation and/or modification of the following:

- Drawings and layouts.
- Specifications.
- Technical calculations.
- Charts and graphs from design data.
- Cost estimates and bills of materials.

Essential Functions:

Responsibilities will include but not be limited to the following:

- Develops designs for complete and complex engineering systems, structures, and plant arrangements with minimum supervision.
- Plans and executes the presentation of arrangements in graphic form or in detailed scale models.
- Plans, organizes, and coordinates own work as well as work of assigned Designers and Drafters.
- Collects, reads, interprets, and uses related reference documents and drawings prepared by other disciplines, vendors, or outside sources.
- Ensures compliance with approved design standards to provide quality design, safety, constructability, reliable operation, construction economy, and operating convenience.
- Reviews and checks calculations, design models, drawings and design documents for quality, accuracy, neatness, functionality, and satisfactory completion.
- Assists others with assembling bid, approval, and construction issue drawing packages.
- Helps others collect or deliver design and engineering data at job sites or Client offices.
- May work in a lead role, provide supervision and guidance, and assign tasks to less experienced designers.

- Frequent contact and interaction with Clients, vendor's representatives, and project field personnel.

Using engineering and design computer software to complete assigned work:

- Provide drawing for own designs and produce sketches to incorporate in drawings by Designers and Drafters.
- Research design options.
- Review shop drawings.
- Research code issues and ask general questions of code officials.
- Assure that drawings and designs are in accordance with company production and design standards.

Education/Experience:

- Associate degree in an engineering or scientific discipline and four years experience; or
- Specialized courses in drafting, design and engineering practices, and six years of experience; or
- Equivalent combination of education, training and experience.

Skills and Special Requirements/Licensing:

- AutoCAD.
- Knowledge of industry and regulatory standards and codes.
- BATC Safety Training.
- Experience in working with multiple discipline projects.
- Excellent computer skills in Microsoft Suite.
- Pre-employment drug and alcohol screening.
- Background screening includes previous employment, education, criminal history, and driving record verification.

Work Environmental & Physical Demands:

The characteristics described below are representative of those encountered while performing the essential functions of this position. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- While performing duties of this job, would occasionally be required to stand, walk, sit, reach with hands and arms, climb or balance, stoop or kneel, talk and hear, and use fingers and hands to feel objects, tools or controls.
- Must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required include close vision, distance vision, depth perceptions, and the ability to adjust focus.

- Overtime may be necessary as workload's dictate. This may include weekdays, weekends and/or holidays.
- Job will generally be performed in an office environment, but may require travel to visit a Client's office, production facility or industrial/construction job site. Conditions will vary at each location, but the conditions listed above will generally apply.
- May be assigned to work at a Client's office, facility or site for an extended period of time. Conditions will vary at each location, but the conditions listed above will generally apply. When performing outside Eichleay's office, appropriate safety training and safety equipment will be provided by Eichleay and/or Client as required.