

## **Job Description for Junior Draftsperson**

The Junior Draftsperson reports directly to the Engineering Manager.

### **Responsibilities/Duties:**

(Responsibilities include, but are not limited to the following)

### **Design and Development:**

- Prepare simple to moderately complex engineering drawings using 2D or 3D computer-aided drafting system.
- Prepare layouts and concept drawings.
- Generate drawings to be issued to the shop floor.
- Ensure drawings are reviewed and submitted in a timely manner.
- Prepare Bill-of-Materials to support drawings.
- Prepare drawing lists.
- Prepare parts list as required.
- Attend design and project meetings as required.
- Source parts and material from available literature and database.
- Assist with the preparation of proposals as required.

### **Other:**

- Work well within a team environment.
- Ensure proper documentation of all relevant activities
- Maintain open communication with all team members.
- Adhere to all company policies and safety regulations where applicable.
- Travel as required.

## **Job Specification for Junior Draftsperson**

### **Experience:**

- Mechanical drafting diploma or equivalent experience.
- Previous drafting experience would be an asset.
- Experience with AutoCAD and other 3D design software.
- Able to read and interpret engineering drawings and specifications.
- Technical knowledge of electro-mechanical systems.

### **Characteristics:**

- Excellent organizational skills

- Excellent communication skills
- Able to work with minimal supervision
- Detail-oriented
- Analytical
- Creative thinker

If your background is a match and you are interested in pursuing this challenging opportunity, please forward your resume in confidence to [mycareer@dewengineering.com](mailto:mycareer@dewengineering.com)