



## **JOB DESCRIPTION**

### **Engineering Department Drafter**

- 3 years experience with AutoCAD 2002 or greater
- NICET certification preferred
- Must be able to read and interpret blueprints and other contractor documents
- Must be responsible, self-motivated, self-starter, personable and well organized.
- Ability to manage multiple tasks simultaneously.
- Proficiency in the use of personal computers including such programs as MS Word, Excel, and Outlook.
- Ability to demonstrate planning, organizing and implementing skills which allow the successful completion of a project by a specific due date.
- Must be able to effectively handle stressful situations.
- Must be able to lift at least 20 pounds
- Ability to effectively communicate in written form and verbally in English

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