



Job Description

Title: Engineering Drafter (Corporate Support) (Hourly / Non-Exempt)

Normal Hours: 7:00AM to 4:00PM Monday-Friday or as necessary **Name:**

Reports to: Engineering Manager / Chief Support Officer **Start Date:**

Direct Reports: None

Function:

An Engineering Drafter's primary role is to provide internal and external customers with accurate and timely mechanical design drawings, Process and Instrumentation Diagrams (P&ID), and 3D models in compliance with company best practices and customer requirements.

Scope:

- Support design-build projects at all Rasmussen locations from project definition, FARO scan and takeoff/estimating through 3D model, General Arrangements, fabrication drawings, P&ID's and a clean hand-off with project management.
- Provide inside engineering support to operations personnel at all RMS locations including drawings and equipment sizing utilizing engineering standards.
- Represent Rasmussen Mechanical Services as the preferred mechanical service provider for customers, employees, and business partners.
- Ensure compliance with local, state, and federal legal requirements. Maintain a high level of business ethics.
- Prepare preliminary drawings as required for equipment, materials, projects, and services.
- Support outside sales activities and projects including travel as required with occasional overnight stays.
- Adhere to all Rasmussen Drafting standards and promote accuracy and ease of fabrication.
- Lead by example through personal compliance with all Company safety policies, procedures, and workplace safety issues and contribute to a safe working environment for all. Verify that all required safety measures are identified and included in estimates and customer proposals.
- Challenge the "status quo" and motivate other team members. Openly take into account the ideas and suggestions of others and be able to adopt and incorporate constructive suggestions into our methodology.

Responsibilities:

- Model and/or draw all equipment for the project, including (but not limited to) buyout equipment, piping, structures, ductwork, and instrumentation.
- View project sites and layout, and determine the best way to execute the project to satisfy customers' needs (within contract definition) for greatest efficiency and cost effectiveness.
- Determine material requirements for projects based on the preliminary project layout and takeoff.



- Assist in the proper identification and layout of equipment and materials. Assist in procurement and management of fabricators.
- Ensure standards of quality, cost, safety, timeliness, and performance are met.
- Conform to proposed project work relative to codes, regulations, and safety standards.
- Follow-up with internal and external customers to ensure their needs are met. Resolve customer concerns and complaints in a timely, efficient and cost effective manner.
- Create and maintain organized project drawings, including:
 - Project Models
 - General Arrangements
 - P&ID's
 - Fabrication drawings
- Develop proposal drawings or models for presentation to customers based on preliminary site review and analysis of projects with salesperson or project manager, customers, blueprints, specifications, proposals and other documents.
- Conduct equipment inspections and site walkdowns to ensure compliance to project drawings.
- Maintain company drafting standards and comply with engineering standards.
- Maintain forecast of drawing completion and work with project engineers and project managers to meet customer deadlines.
- Work within a team environment across RMS Locations and Departments. Solicit support and communicate effectively with internal staff.
- Manage and sustain high levels of customer satisfaction. Provide solutions for performance enhancement and proactive resolution of issues to ensure customer expectations are met.
- Maintain excellent relationships with operations and field personnel.
- Maintain and improve drafting and design skills, systems awareness, and industry knowledge through self-study, product seminars, company-provided training, and self-improvement courses.
- Provide marketing support for project proposals including 3D models and proposal drawings.
- Perform other duties as assigned by RMS Management Team.

Experience:

- Three (3) years of drafting and modeling piping or mechanical systems preferred.
- AutoCAD 3D, Plant 3D experience preferred.

Skills:

- Ability to create 2D and 3D drawings utilizing AutoCAD platform of tools.
- Excellent oral and written communication skills.
- Self-motivated, tactful, organized, results and goal-oriented professional.
- Driven by a desire to satisfy customers and provide a high level of customer service.
- Computer literate with good working knowledge of office equipment, and procedures.
- Above average organizational skills
- Excellent time management skills to properly plan the implementation of a project (timely completion of drawings and deliverables)



- Great “people skills” to work closely with engineering, management, sales, purchasing, accounting, and field personnel within the Company; as well as with vendors, customers, subcontractors, etc. outside the Company.
- A desire to continually learn new methods; adopt, accept and apply new technology from internal or external resources and continually strive to identify more efficient ways to perform existing processes.

Education/Qualifications:

- Associates degree in mechanical design or equivalent professional experience.
- Professional and industry-specific certifications and licenses.

Physical & Mental Requirements:

- Must be able to lift 25-30 lbs. / sit for long periods of time / type / hear / see / speak English clearly / operate business equipment.
- Must be able to read / write / spell & calculate. Must be able to understand and follow written instructions, communicate effectively orally and written, and must be able to listen effectively.
- Must possess prioritizing / organizational / multitasking and stress management skills.
- Must possess a valid driver’s license.
- Must pass pre-employment drug screen.

Engineering Drafter

Date

Rasmussen Mechanical Services

Date