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# Example of Design Drafter Job Description

Our company is hiring for a design drafter. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for design drafter

* Knowledge of other software such as ProjectWise and MS Office Suite (specifically Excel and Word)
* Performing site inspections of University buildings to verify measurements
* Creating new and editing existing CAD documentation
* Organizing and maintaining drawings for records
* Supports the USMC with the Guam Military Buildup MILCON C4ISR Engineering, Planning and Design efforts
* Produce SIPH-compliant drawings that include, but are not limited to Installation Design Plans
* Manage and control IDP Master Drawings Sets for projects, including the cross-reference (XREF) files
* Examine and check engineering drawings for compliance with cited specifications and to ensure necessary items are included in each drawing to support the assigned task
* Produce mechanical and electrical drawings from rough engineering sketches
* Review engineering drawing and designs to ensure adherence to established specifications and standards

## Qualifications for design drafter

* Ability to create mechanical drawings to document designs
* Ability to select and specify material used in mechanical designs
* 2 years of experience with InRoads and AutoCAD is mandatory
* General understanding of how to use AutoCAD and Autodesk Civil 3D
* Excellent interpersonal skills excellent written and oral communication skills
* Effective written and verbal communication skills (communicating to internal and external customers, peers, stakeholders)