

# Example of CAD Drafter Job Description

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Our company is growing rapidly and is hiring for a CAD drafter. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for CAD drafter

- Preparation of drawings and details
- Tracks project correspondence and documents, follows up with necessary parties to obtain documentation, and files all information in such a way as to be easily viewable by team members
- Prepare submittal drawing to customer using Halfen products
- Assist in the analysis, inspection, and construction of designs while adhering to electrical quality standards and procedures
- Complete drafting in MicroStation V8 of Redline Plans
- Attend internal meetings relating to plan development
- Go out in the field to collect ITS Data relating to plan development
- Performs boring location plans production in Microstation and AutoCAD for geotechnical exploration of transportation-related project with minimal direction
- Complete Various HAZOP Updates to P&IDs as per Technical and Process Team changes
- Candidate should be focused on I & E discipline only, but should be able to interface with piping because traditionally, piping is responsible for P&ID content

## Qualifications for CAD drafter

- Will be a part of the New Devices Group working on wearable devices
- Proficient in the use of the CAD design

- Ability to calculate intermediate to complex mathematics, including trigonometry
- Ability to input and maintain neat and accurate records
- Well rounded mechanical background