

JOB DESCRIPTION

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Revision Date: _____

Job Title: Draftsman

Job Classification: Non-Exempt

Department: Engineering

Reports To: Section Head

Job Summary

Performs drafting and project documentation.

Duties and Responsibilities

- Prepare AutoCAD based drawings.
- Prepare Advance Bill of Materials.
- Prepare bid material take offs and weights.
- Perform simple engineering calculations.
- Understand and interpret contract specifications when requested by Section Head or lead engineer.
- Perform interference checks.
- Perform rig site checks and be able to resolve rig site problems.
- Liaise with the other engineering sections on drafting issues.
- Offer improvements and solutions to work methods and procedures.
- Organize and document drawing relevant information.

Additional duties and responsibilities may be added to this position as required by the organization.

Commitment to QHSE

employees are required to follow Quality, Health, Safety, and Environmental Policies & Procedures on a daily basis. Employees are required to work safely, effectively, and efficiently in order to care for the environment, work place, and coworkers. Employees are highly encouraged to suggest ways to improve any aspect of the company's processes.

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Experience Qualification	
Minimum of 1 year in a marine offshore position Possess knowledge of AutoCAD 2D	Possess knowledge of class regulatory requirements Possess knowledge of basic marine systems
Skills and Abilities Qualification	
Proficient in MS Office: (Word, Excel, Power Point) Bilingual (English/Spanish) Preferred Communication Coordination Critical Thinking AutoCAD Skills	Planning and Organizational Operations Analysis Excellent communication skills, both verbal and written. Multitasking Problem Solving Teamwork Oriented
Education Qualification	
High School Diploma or Equivalent required 2 Year AutoCAD Technical Diploma preferred	

Job Description Approvals	
Dept. Head Name: _____	
Dept. Head Signature: _____	Date: _____
HR Manager Name: _____	
HR Manager Signature: _____	Date: _____

Employee Acknowledgement of Job Description	
Print Employee Name: _____	ID#: _____
Employee Signature: _____	Date: _____