



JOB DESCRIPTION

JOB TITLE	HVAC DESIGN DRAUGHTSPERSON		
REPORTS TO	PROJECT ENGINEER	DOCUMENT NO:	JD 004
JOB TYPE	FULL TIME	REVISION:	A1
SUPERVISING	N/A	BASED	BROADFOLD ROAD

JOB PURPOSE SUMMARY

To provide quality draughting support to the Project engineers in executing and delivering projects to Clients. Responsible for taking design concepts from Project Design Engineers and turning them in to 2D drawings, as well as ensuring that drawings are 'production ready' in terms of cost and fit for purpose.

Key Responsibilities/Accountabilities:

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

- Carrying out layout drawings and revisions
- Liaising with Project and Proposal Engineers with respect to all drawings
- Production of parts lists for any drawing
- Recognise and work to Company and/or Industry Standards
- Work closely with the Engineering Team to develop solutions
- Check for and identify interface issues in design and identify to Project Engineer
- Ensure all activities are carried out in line with Company QA & HSE Requirements and Procedures



PERSON SPECIFICATION

JOB TITLE	HVAC DESIGN DRAUGHTSPERSON	DOCUMENT NO	PS004
FOR USE WITH JD NO:	JD004	REVISION	A-0

Qualifications/Education/Training	
Essential	
Preferred	<ul style="list-style-type: none"> ONC/HNC in Mechanical Engineering
Work Experience	
Essential	<ul style="list-style-type: none"> Competent in AutoCAD/Solidworks packages Proven experience of using draughting packages Proficient in Microsoft Office Suite (word/excel)
Preferred	<ul style="list-style-type: none"> Knowledge of HVACR Discipline and Systems Experience of carrying out relevant HVACR Drawings Experience in similar position within the Oil & Gas Industry
Interpersonal Skills	
Essential	<ul style="list-style-type: none"> Competent team player with good interpersonal and communicative skills Can work well under pressure Organised with a high level of accuracy Positive Outlook Flexible, self –motivated and uses own initiative Can work well under pressure
Preferred	