

JOB DESCRIPTION – DESIGN DRAUGHTSMAN

Reporting Structure

- Refer to Organisation Chart (Doc. No. [PP600](#)).

Qualifications Required

- Working towards completion of NZCE (relevant discipline) or Trade Certificate (relevant discipline) Draughting or equivalent.

Duties

- Assist senior draughtsman to fulfil the workload within the relevant discipline.
- Carry out design draughting preparation as required, with some supervision.
- Utilise design computer software applications.
- Attend relevant discipline design meetings.
- Liaise with relevant discipline engineer.
- Ensure client draughting standards are adhered to.
- Maintain drafting files for projects undertaken.
- Ensure completed drawing packages are filed.
- Identify internal customers, determine and agree their requirements, and ensure that output to them meets the standards agreed every time.
- Comply with the company's HSE and Quality Policies at all times.
- Fulfil the responsibilities and authorities assigned to the position title as described in the Quality System Procedures.
- Raise a System Improvement Report (SIR) whenever a deficiency or opportunity for improvement in the company quality system procedures is observed.

Key Performance Indicators

- Ability to provide quality design draughting support on schedule, within budget constraints.

Skills

- Skills and knowledge gained through experience working in the oil/gas or petrochemical industry.
- Developed technical and project design skills necessary to provide necessary contribution to relevant discipline.