

Employee Name			
Job Title	Junior Draughtsperson		
Line Manager	Products Engineering Manager		
Supervising	N/A		
Document Number	JD093	Revision Number	A0 (25.07.2018)
Based	Aberdeen Office		

Job Purpose Summary

To provide quality draughting support to the Product Design Engineers and 3D Design Draughtsperson. Responsible for taking design concepts from Product Design Engineers and producing construction drawings and diagrams, 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.

- Production of layout drawings, P&ID’s, fabrication drawings and revisions
- Liaising with product 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 Product Design Engineer
- Ensure all activities are carried out in line with Company HSEQ requirements and procedures
- Maintain accurate document records of all drawings produced, including revision control, drawing registers and archiving

HSEQ Responsibilities

- By adhering to Nucore Group’s HSEQ policies and procedures, ensure safe working practices are followed at all times
- Report any unsafe conditions, behaviours or acts to management, or by using the Nucore Group observation card system
- On request, fully participate in HSEQ audits and inspections
- Complete mandatory HSEQ training as identified on the Nucore Group training database

Experience/Education/Training

Essential

- Computer literate in all Microsoft packages
- Good communication skills in English (written and oral)
- HNC Computer Aided Draughting & Design (CAD)
- Competent in AutoCAD
- Team player, friendly and outgoing
- Positive outlook
- Attention to detail with a high level of accuracy
- Ability to work under pressure
- Flexible and well organised
- Self-motivated with the ability to use own initiative
- Articulate

Preferred

- HND Computer Aided Draughting & Design (CAD)
- Knowledge of HVAC & refrigeration discipline and systems
- Experience of carrying out relevant HVAC & refrigeration drawings
- Experience in a similar position within the Oil & Gas industry
- 3D modelling
- Competent in SolidWorks packages
- Production of sheet metal fabrication for manufacture and manufacturing assembly drawings

Signed by Employee		Signed by Line Manager	
Date		Date	