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On-stream Piping and Equipment Project Assignment

Position: AutoCAD Technician

Location:	TBD
Length of Project:	TBD
Project Start Date:	TBD
Work Schedule:	TBD

General Duties Summary

The AutoCAD Technician will CAD field sketched inspection isometrics. The roles and responsibilities include, but are not limited to:

- QC all field sketches to ensure accuracy to the P&ID.
- Complete CAD drawings as per procedure and/or client given example.
- Provide CAD/DWG file, 11X17 PDF and 8.5X11 PDF via InServe SharePoint or physical thumb drive.
- Provide revisions upon field verification.
- Provide written or verbal project updates to the Project Manager.
- Accurately record/log time worked. Obtain Client signed timesheets.
- Communicate any issues, delays, or findings to Project Manager and/or the Client representative.
- Other duties as necessary to assist the Project Manager in the successful completion of the job.

Required Experience and Qualifications

- High school diploma or equivalent.
- Drafting and Design degree is a plus.
- 3-5 Years relevant work experience.
- Excellent verbal and written communications skills.
- Ability to write and draw legibly, make corrections and verify accuracy of drawings.
- Must have similar experience with this type of project as well as knowledge of drawings associated with a petrochemical plant, i.e., P & IDs, equipment/ piping ISO's, piping specifications, etc.
- Experience working with spread sheets containing project inspection data.
- Functional computer experience with MS office, Excel, etc.

Other Requirements Include:

- Current Basic Plus and valid Driver's License.
- Ability to pass drug screen and background check.
- Be punctual, show up on time.
- Utilize good time management skills.

Compensation:

- Pay is competitive and based on experience and certifications.



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- Overtime will be paid at 1.5X Base Pay Rate.
- Overtime rates apply after 40 hours per week.