



Job Description – Trainee Draughtsperson

JOB TITLE: Trainee Draughtsperson **DATE:** Oct 2019
DEPARTMENT: Engineering **PREPARED:** QHSE Manager
LOCATION: Aberdeen **APPROVED:** Andrew Robins
REPORTING TO: Engineering Manager

1. ROLE STATEMENT

Responsible for the producing drawings, parts list and creating Job folders of new and existing products using the SolidWorks CAD system, whilst adhering to EnerQuip’s QHSE standards, responsibilities, policies and procedures.

2. MAIN RESPONSIBILITIES

- Prepare clear, complete, and accurate drawings from the Engineering Manager’s sketches.
- Review, understand and document customer requirements.
- Interface with manufacturing as and when required to support the delivery of our products.
- Create general arrangement & sales quote drawings for customers.
- Any other tasks as detailed by the Engineering Manager or management team.

3. KNOWLEDGE, SKILLS, EXPERIENCE & REQUIREMENTS

- Knowledge or interest in drawing packages for mechanical draughting
- Good communication & team player

4. KEY MEASURES

- QHSE performance
- Competency
- Time management / meeting deadlines
- Quality of work

Signed By: _____ Printed Name: _____ Date: _____