

# Drafter/CAD Operator

FLSA STATUS: Full Time, Non-Exempt

Incorporated in 1996, IBC Engineering, P.C. is a consulting firm specializing in Mechanical, Electrical, Plumbing and Fire Protection engineering systems design. Employing more than 50 professionals, our team has supported some of the most well-recognized organizations in Upstate and Western New York. Each of our projects are unique but our approach is the same: stick to our traditional roots while remaining innovative in design.

## ESSENTIAL DUTIES & RESPONSIBILITIES

**The essential functions include, but are not limited to the following**

- Entry-level position provides non-technical, routine and basic support for assigned projects, using a computer as an aid to drafting.
- Relevant experience in AutoCad, Microstation and Revit
- Performs work as assigned from sketches, verbal instructions and notes; establishes and maintains schedules and offers progress reports.
- Revises or changes drawings, traces and/or copies existing drawings and completes simple calculations with specific instructions.
- Maintains neat and orderly work area, which will allow access to project information to other team members.
- Coordinates with office to insure rolls of bond and vellum are always in stock.
- Translates mark-ups and drawings, checking and plotting drawings.
- Maintains stick files, assists with field work, support workload of engineers and designers.
- Performs other duties as required

## MINIMUM QUALIFICATIONS

(Knowledge, Skills & Abilities)

- \* High school diploma or GED
- \* Sound knowledge of engineering fundamentals.
- \* 2-3 years' experience in drafting, design, CAD.
- \* Experience in sustainable building design
- \* Excellent communication skills essential for working with design teams and non-technical clients
- \* Excellent planning and organization skills
- \* Highly motivated, proactive and willing to take on new challenges.

IBC Engineering, P.C. offers a comprehensive benefits package including, health, dental, short and long term disability, life insurance, supplemental insurance, 401(k), paid time off, and holidays.

It is our policy to provide an equal employment opportunity to all individuals. We are committed to a diverse workforce. We value all employees' talents and support an environment that is inclusive and respectful. We are strongly committed to this policy with recruiting, hiring, training, promotions, compensation and other employment related programs on an equal opportunity basis.



**Engineering P.C.**

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