

Position Description

Title	CAD/CAM Drafter
Location	Toormina
Responsible to	Drafting Manager
Role summary	Drawing project requirements to achieve company goals

Responsibilities

- Compile CAD/CAM drawings as needed for individual projects
- Adhere to agreed construction and project methodology
- Comply with building standards
- Apply Quality Control measures throughout the process

Main Duties

- Set-out & draw project requirements to ensure quality outcomes that can be manufactured efficiently
- Work closely with project managers to deliver project requirements in a timely manner
- Confirm site details as relevant
- Ensure all drawing and naming/ file protocols are adhered to
- Work with Project Managers to obtain sign off
- Attend Project meetings where necessary
- Adhere to construction and project methodology and to provide feedback on opportunities/risks/issues
- Adhere to business processes and procedures
- Work within restraints of customer and project site
- Ensure Infracraft projects comply with applicable building standards and Infracraft standards
- Scope change & amendment management and communication
- Develop technical and personal skills with team members
- Any other relevant duties as delegated by the Drafting Manager

Success targets/guidelines

- Individual projects successfully delivered on time, within budget, and to high levels of customer satisfaction
- Processes change requests and scope changes effectively and efficiently
- Develop skills and cross-train within the CAD drawing team to maintain quality outcomes

Personal requirements

- Advanced negotiation skills
- High-level communication skills
- Relationship management skills
- Intermediate financial literacy
- Proven drafting and computer literacy skills
- Preference for Cabinet Vision or similar proficiency
- Proven conflict resolution skills
- Comprehensive understanding of resource allocation
- Impeccable time management compliance
- Commitment to continuous improvement
- A comprehensive understanding of joinery in commercial applications

Infracraft values to be upheld and promoted;

- Quality
- Innovation
- Respectful communication
- Team player
- Solution provider

I, (employee name), have read and understood this position description and accept the duties and responsibilities outlined above.

Signature: _____

Date: _____