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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: | ELECTRICAL DRAFTER |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The post of an electrical drafter consists of developing specifications and instructions for installation of voltage transformers, overhead or underground cables, and related electrical equipment used to conduct electrical energy from transmission lines or high-voltage distribution lines to consumers. |
| QUALIFICATIONS & REQUIREMENTS: | * A college degree or equivalent;
* Ability to give full attention to what other people are saying, and to use logic and reason to identify the strengths and weaknesses of alternative solutions;
* Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.
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| COMPETENCIES: | * Integrity — Job requires being honest and ethical.
* Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
* Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
* Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
* Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
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| TASKS: | * Assemble documentation packages and produce drawing sets which are checked by an engineer or an architect;
* Confer with engineering staff and other personnel to resolve problems;
* Draft working drawings, wiring diagrams, wiring connection specifications or cross-sections of underground cables, as required for instructions to installation crew;
* Drawmaster sketches to scale showing relation of proposed installations to existing facilities and exact specifications and dimensions;
* Explain drawings to production or construction teams and provide adjustments as necessary;
* Measure factors that affect installation and arrangement of equipment, such as distances to be spanned by wire and cable;
* Prepare and interpret specifications, calculating weights, volumes, and stress factors;
* Review completed construction drawings and cost estimates for accuracy and conformity to standards and regulations;
* Supervise and train other technologists, technicians and drafters;
* Use computer-aided drafting equipment or conventional drafting stations, technical handbooks, tables, calculators, and traditional drafting tools, such as boards, pencils, protractors, and T-squares.
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| LINES OF COMMUNICATION: | Specify |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |