

## **TRAINEE DESIGN DRAUGHTSPERSON**

**Line manager: Design Engineer**

### **Main Duties:**

- Liaise with the Design Engineer to prioritise projects and schedules in assigned workload.
- Produce drawings and sketches. Liaise with other departments to provide technical support and to review information required for designs.
- Produce documentation, calculation sheets, datasheets, and product specifications to support, verify and validate new and existing products.
- Consult with suppliers and third parties to discuss requirements for designs.
- Identify, review and improve departmental procedures and practices.
- Maintain personal C.P.D. and assist with training and job or product awareness for other Staff within the Group.
- Attend internal and external meetings.
- Support other members of the engineering team during daily activities and training.
- Maintain the Group management behaviors, practices and equal opportunity policy.
- Comply with any environmental responsibilities as identified by the Group and communicated by your line manager that are relevant within your department.

### **Skills Base:**

- General computer literacy
- AutoCAD knowledge an asset
- Communication Skills
- Day release at college for applicable course on full pay