

10.2.5e CAD Draftsperson

Position Description

Reports to:
Production Manager

General

- Conduct and present yourself and your workplace in a professional manner at all times.
- Predominately the operator of Pytha/Analyzer/Ezy Nest, shop drawings and CNC software.
- Review and convert client drawings to Pytha drawings.
- Operation of:
 - Pytha, shop drawings and CNC software.
 - Converting client drawings to Pytha drawings.
 - Nesting drawings and program for the flat bed CNC machines.
 - Cutting lists, drawing register, jobcards and assembly drawings for joinery workshop.
- Maintaining data into Empower.
- Manage/coordinate emails/correspondence/meetings and communicate with relevant Intermain team members.
- Attend internal PCG meetings with Design and Project team as required.

Quality Management System

- Prepares joinery job pack including job card, cutting list, joinery quality inspection record and shop drawings.
- Endeavour to meet company quality objectives and targets that are within the defined responsibilities.
- Follow quality procedures as required.

WHS Management System

- Endeavour to meet company WHS objectives and targets that are within the defined responsibilities.
- Report all injuries immediately.
- Report any hazards identified.

Environment Management System

- Use the Pytha in manner that reduces material wastage.
- Endeavour to meet company environmental objectives and targets that are within the defined responsibilities.
- Take steps to minimise wastage, power consumption and other environmental impacts.