

**Job Title:** Mechanical Drafter

**Years of Experience:** Drafters will be classified in accordance with their experience.

**To apply:** Send resume and cover letter to [careers@mwengineers.com](mailto:careers@mwengineers.com)

MW Consulting Engineers is accepting applications for a mechanical drafter to join our mechanical design team here in Spokane, Washington. We are a firm that values the fundamentals that have allowed us to be successful. We are also interested in continuing to build on that success, while supporting our staff, their families, and the community we all live in.

MW wishes to speak to any and all mechanical drafters who possess knowledge of HVAC/mechanical drafting and design concepts and how they apply to complex institutional (civic, higher education, health care, corrections, laboratory, and research) projects. Successful candidates will be able to demonstrate possession of solid time and project management skills, excellent communication skills, and appropriate experience for the work we do. Experience with Building Information Modeling (BIM) software is necessary.

Here are some additional details:

#### **General Characteristics**

- Project Lead Drafter assigned by Scheduling Manager.
- Acquires limited knowledge and develops basic skills.
- Applies prescribed techniques and procedures in accordance with established criteria to perform assigned tasks.
- Performs routine technical work which does not require previous experience.
- Acquires an understanding of professional and ethical responsibilities.

#### **Technical Responsibilities**

- Follow MW drafting standards.
- Maintain drawing accuracy.
- Complete drafting tasks within the allotted time frame as shown on the drafting schedule.
- Continually strive to keep drafting skills updated.

#### **Managerial Responsibilities**

- No managerial responsibilities at this level

#### **Direction Received**

- Receives close supervision on all aspects of assignments.

#### **Communication Skills**

- Coordinate the setup of project drawing files for the project team.

- Coordinate project drawing updates for the project team.
- Coordinate addendum items with the project team.
- Ask for clarification from the Project Engineer/Designer if questions arise on a project.
- Coordinate unanticipated rafting requests or drafting scheduling changes with the Scheduling Manager.
- Coordinate all project drawing requirements with the project lead drafter.

**Experience**

- Drafters will be classified in accordance with their experience.

**Education**

- Technical school or Community College graduate.