

Employee Name			
Job Title	3D Design Draughtsperson		
Line Manager	Operations Manager - Manufacturing		
Supervising	N/A		
Document Number	JD603	Revision Date	24.06.2021
Based	Aberdeen Office		

Job Purpose Summary

To provide quality 3D and 3D design draughting support to the Manufacturing Design Engineers. Responsible for taking design concepts and turning them into 3D models and 3D construction drawings, as well as ensuring that drawings are “production ready” in terms of cost and fit for purpose.

Key Responsibilities/Accountabilities

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

- Create 3D models and design development
- Produce layout drawings, fabrication drawings and revisions
- Liaise with Manufacturing Design Engineers with respect to all drawings
- Production of parts lists for drawings
- Recognise and work to Company and/or industry standards
- Work closely with the engineering team to develop solutions
- Check for and identify interface issues in design and identify to Manufacturing Design Engineers
- Ensure all activities are carried out in line with Company HSEQ requirements and procedures
- Maintain accurate procedures and document records of all drawings produced

HSEQ Responsibilities

- By adhering to Nucore Group’s HSEQ policies and procedures, ensure safe working practices are followed at all times
- Report any unsafe conditions, behaviours or acts to management, or by using the Nucore Group observation card system
- On request, fully participate in HSEQ audits and inspections
- Complete mandatory HSEQ training as identified on the Nucore Group training database
- Adhere to the controls described in risk assessments, safe systems of work and COSHH assessments, and highlight any shortcomings in the existing controls
- Continually practice good housekeeping standards and only undertake tasks which you have been suitably trained to perform

Experience/Education/Training			
Requirement	Essential	Desirable	How Assessed
Education, Training, Qualifications:			
HNC Computer Aided Draughting & Design (CAD)	✓		DC
3D modelling	✓		DC
ONC/HNC in Mechanical Engineering		✓	DC
Experience:			
Proven experience of using draughting packages	✓		CV/Int
Production of sheet metal fabrication drawings ready for manufacture	✓		CV/Int
Oil & Gas experience		✓	CV/Int
Experience of carrying our relevant HVAC&R drawings		✓	CV/Int
Experience in a similar position within the oil & gas industry		✓	CV/Int
Skills and Knowledge:			
Computer literate in all Microsoft packages	✓		PR
Knowledge of HVAC&R discipline and systems		✓	PR

KEY:

CV = Application Form/CV
 JB = Job Records
 Int = Interview

Med = Medical Questionnaire
 Dc = Documentary Evidence (E.g., Certificates)
 P= Performance Review

The Person

You will have a high attention to detail and have the ability to work to tight deadlines. Candidates must be an active team player, highly motivated and able to work in a fast-paced manufacturing environment. Problem solving and analytical skills form an integral part of the persons attributes. You must be a confident communicator both written and verbally, highly organised and able to multi-task prioritising workloads on own initiative.

Signed by Employee		Signed by Line Manager	
Date		Date	