



## JOB DESCRIPTION DRAFTER

<b>Incumbent:</b>	TBD	<b>Department:</b>	Engineering
<b>Reports to:</b>	Director of Sales & Engineering	<b>Title:</b>	Director of Sales & Engineering
<b>Location:</b>	Guelph	<b>Review Date:</b>	December 2025
<b>Job Profile:</b>			
The Drafter will provide technical support in the preparation of engineered drawings (shop drawing packages) for submission and fabrication, and to maintain the technical information in accordance with our internal design and drafting principles and practices.			
<b>Primary Responsibilities:</b>			
<ul style="list-style-type: none"><li>• Read and interpret blueprint drawings</li><li>• Review technical details</li><li>• Prepare shop drawings</li><li>• Maintain registry documents</li><li>• Engineering record keeping</li></ul>			
<b>Required Skills and Attributes:</b>			
<ul style="list-style-type: none"><li>• Proven ability with CAD software: SolidWorks preferred</li><li>• Previous experience in a related industry is an asset</li><li>• Experience in reading construction blueprints</li><li>• Effective communication skills (verbal and written)</li><li>• Demonstrated proficiency in Microsoft Office – MS Outlook, MS Word, MS Excel, Database</li><li>• Attention to detail and accuracy</li><li>• Ability to respond quickly in a dynamic and changing environment</li><li>• Ability to effectively communicate both verbally and in writing</li><li>• Ability to prioritize and manage conflicting demands</li><li>• Demonstrated time management skills</li><li>• High level of integrity and work ethic</li></ul>			
<b>Education Requirements &amp; Qualifications:</b>			
<ul style="list-style-type: none"><li>• Recent graduate from a college or university Civil Engineering program</li><li>• Registered with OCAETT or is eligible for registration in the future</li></ul>			
<b>Working Environment:</b>			
<ul style="list-style-type: none"><li>• Open office high traffic environment with appropriate facilities</li><li>• Workstations are equipped with a desk, chair, filing cabinet, mid height partitions, integrated office phone, and computer.</li><li>• Normal office hours of operation 8:00 am – 4:30 pm with a 30-minute unpaid lunch break</li><li>• Shifts are subject to change based on seasonal demand.</li><li>• Overtime may be required during busy season</li><li>• Physical activities will consist of prolonged periods of sitting, periodic filing, inter-office walking, and meeting attendance. When visiting the manufacturing floor, ladder climbing, bending, twisting in a manufacturing environment and all-weather outdoor activities may be required.</li></ul>			
<b>Approvals (name / signature)</b>			
<b>Manager:</b>		<b>Date:</b>	
<b>Director:</b>		<b>Date:</b>	
<b>Human Resources</b>		<b>Date:</b>	

**Compensation Disclosure:**

The expected compensation range for this position is between \$60,000.00 to \$70,000.00 annually

**Artificial Intelligence (AI) Disclosure:**

Please note that CONCAST does not use artificial intelligence as part of the screening, assessment, and selection process.

**Vacancy Status Disclosure:**

This job posting is for an existing vacancy within our organization.

**Employee Acknowledgement:**

I have read this Job Description and reviewed it with my Human Resources representative and/or my Direct Supervisor.

I understand and accept the outlined requirements and recognize that alterations may be required as business conditions and needs change.

**Signature:****Date:**

CONCAST is an equal opportunity employer, and we are committed to establishing a qualified and diverse workforce. We are committed to accommodating applicants with disabilities throughout the recruitment and selection process, in accordance with the *Accessibility for Ontarians with Disabilities Act (AODA)*. Should you require disability-related accommodation to participate in our recruitment process, please contact Human Resources. Any information received relating to accommodation will be addressed confidentially.

Applications from qualified candidates and/or questions, comments or related feedback from employees should be sent to Human Resources @ [HR@concastpipe.com](mailto:HR@concastpipe.com)