

**AIRCRAFT SUPPORT INDUSTRIES**  
**JOB DESCRIPTION**

<i>Position/Title:</i>	<b>Structural &amp; Civil Drafter</b>
<i>Office/Location:</i>	<b>ASI Engineering Design Office, Sydney</b>
<i>Responsible To:</i>	Drafting Manager – Sydney Office
<i>Internal Associates:</i>	ASI Engineering Design Team - Sydney
<i>External Associates:</i>	ASI Design Team – Philippines Customers/Clients External Consultants Contractors/Suppliers

**Duties/Responsibilities:**

1. Computer-drafting work relating to Structural (Civil Structural and Structural Steel) and Civil design disciplines, to ASI specified standards. Produced output may include any or all of concept, preliminary and detailed design drawings.
2. Provide and issue transmittals in accordance with ASI QA system.
3. Maintain templates; title blocks; library of standards and standard details; both in hard and soft copy.
4. Use “rule of thumb” designing in order to set out basic hangar proposals, crane and door layouts etc.
5. Liaise and work with design team members as required to ensure the best possible solutions.
6. As and when required, undertake document control procedures.
7. Review relevant shop drawings.
8. Acquire/reinforce knowledge of the Company’s structural and building systems including roof lifted hangars; proprietary stressed arch buildings; and docking systems.
9. Coordinate with members of the Project Design Team during the implementation of projects through to completion.
10. Liaise with Project Site Team to ensure design-related issues are resolved efficiently and cost-effectively.
11. Maintain good housekeeping of all project files and folders.

**Requisite Skills:**

1. Proficient in AutoCAD 2D/3D – Paperspace & Modelspace.
2. At least five years’ experience in a similar role.
3. AutoCAD Architecture experience preferred, but not essential.
4. Autodesk Revit experience preferred, but not essential.
5. Computer literacy including MS Outlook/Word/Excel/Project & internet Document Collaboration system.
6. Good communication skills.
7. Ability to work effectively with staff at all levels.
8. Works well in a team, assisting team members to successful task completion.
9. Ability to work independently and to initiate activities as appropriate, in line with the job description.
10. Attention to detail and accuracy in all facets of work.
11. Honest and trustworthy, possess cultural awareness and sensitivity.