

**Job Identification**

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**Job Title:** Junior Drafter  
**Division:** Bailey Metal Products Limited  
**Department:** Business Development  
**Reports to:** Engineering Manager

**Job Environment**

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Bailey Metal Products Limited is Canada's largest lightweight steel framing manufacturer and for over 67 years has continued to provide exceptional products and service to commercial and residential construction markets. Our products include: COMSLAB® Composite Floor Systems, Structural and Drywall Framing Systems, Accessory Products (including Resilient Channel, Shaftwall,) Drywall Trims (including Metal Cornerbead, Platinum® Paper-faced Beads), Clips (including Brick Connectors), Roofing Trims, and Special Sections. The departmental objective is to create long-term value for our customers and markets by supporting the evolving projects within Canada and the U.S.

**Job Purpose Summary**

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The Junior Drafter requires multiple skill sets, and the flexibility and ability to accomplish the needs of several roles in a fast paced construction environment. With general supervision and proficiency, the Junior Drafter will operate a CAD workstation to develop workshop drawings. The individual will analyze design drawings, specifications, sketches, notes, and other input material to determine the best approach to complete workshop drawings. The Junior Drafter must be fluent in various software packages so as to develop electronic plots as well as operate a plotter to transfer developed drawings to a reproducible medium.

**Responsibilities and Accountabilities**

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The responsibilities and accountabilities of the position include but are not limited to the following:

- Work closely with Managers to prepare workshop drawings using Revit, AutoCAD and 3D detailing software.
- Work closely with Managers to develop construction drawings for concrete, steel, masonry, and architecture using AutoCad.
- Review and interpret engineer specifications.
- Prepare complex drawings, such as conceptual presentation drawings which meet sales requirements, floor plan layouts, workshop drawings material orders.
- Prepare material cut lists.
- Develop material takeoffs and prepare manufacturing orders.
- Maintain project drawing files, drawing library, associated records, transmittals and documentation.
- Develop and maintain a clear set of AutoCAD standards.
- Work within the project team environment from conceptual and preliminary stages of the project design through to completion

- Maintain a high standard of professional knowledge, ethics and practices when dealing with customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
- Collaborate with the team.
- Understand, support and adhere to the company's health and safety policies, programs and procedures by communicating and promoting health and safety awareness to coworkers and subordinates.
- Other responsibilities and accountabilities as assigned.

### **Qualifications**

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- College Diploma or equivalent experience required.
- 0-2 years of experience.
- Experience in 3D AutoCAD detailing software.
- BIM modeling and detailing experience using REVIT and/or 3D modeling & rendering software.
- Ability to work in a fast paced design-build construction environment.
- Ability to produce accurate work with attention to detail on time and within budget.
- Experience in MS Office programs.
- Ability to read and understand architectural, civil structural drawings and specifications.
- Must be able to use computer keyboard and focus attention to PC monitor for prolonged periods.
- Ability to operate and maintain CAD equipment, plotter and other drawing reproduction equipment.
- Team oriented and willing to put in the time and effort necessary to see a project through to successful completion.
- Fluency in spoken and written French is considered an asset.

### **Working Conditions**

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- Overtime as required.
- Some travel may be required.