



JOB DESCRIPTION

DRAFTSPERSON

Department: Engineering
Reports to: Director of Engineering

Position Overview

Your objective is to help accomplish the sales and operational goals of Legend Companies by providing engineering, pre-design, and project design related to HVAC, Plumbing and Piping design/build projects. You will be tasked with the development of design drawings including mechanical drawings and coordination sets, for review as well as project As-Built drawings. Furthermore, you will act as a vital internal resource to partner with Legend Companies’ sales staff and project managers to help develop pre-construction solutions and budgets/bids for individual projects. You should consistently provide unparalleled customer service to all existing, new, and potential customers and should continually increase personal performance by completing all duties with an “ownership” mentality, maintaining an emphasis on leadership and personal development.

Essential Duties

1. Maintain a Sense of Urgency and an internal drive to be successful.
2. Ensure the timely and successful delivery of our design and engineering services and solutions in accordance with customer’s needs and objectives and directives as set forth by the Director of Engineering and Mechanical Engineer(s).
3. Clearly communicate the progress of design projects, tasks, or other services to the engineering department and the Director of Engineering.
4. Collaborate with the Legend Companies’ sales and project management teams to provide solutions to our customers design needs.
5. Be able to properly prioritize design and engineering requirements and appropriately relay the earnestness to the internal engineering, sales, and project management staff.
6. Stay current with mechanical design trends, mechanical code items and revisions, ASHRAE standards and revisions, and other pertinent engineering-related items.
7. Create and maintain an awareness and acceptance of Legend’s mission, vision, and values.
8. Understand and follow all policies and procedures for Legend Companies.

Requirements

- Have minimum 1-2 years of mechanical design and ACAD experience, preferably in the contracting industry.
- Retain up-to-date and appropriate mechanical engineering licenses
- Experience with Microsoft Office, ACAD, spreadsheets, Word docs, etc....

Team Member Signature

Supervisor Signature

Date

Date