JOB DESCRIPTION

I. JOB TITLE IDENTIFICATION

1. Position                         Structural Draftsman
2. Position ID                      DA – 00…
3. Management level                 Staff/ Officer/ Engineer
4. Department/ Section              Project Management Team

II. REQUIREMENTS

1. Education level                  Diploma/ College/ vocational certificates.
2. Qualification                    Civil or Mechanical field.
3. Working experience               At least 01 experience year in engineering or construction engineering.
4. English level                    Enable to understand technical drawings and documents.
5. Computer skills                  - Fluent in use Autocad 2D, 3D
                                            - Word, Excel, Outlook Express, Internet, Bocad, X-steel (prefer using AutoLISP in Autocad)
6. Training courses                 Courses of designing and deploying structural construction drawings.
                                            ISO 9001, ISO 14001 and OHSAS 18001
                                            Safety regulations.
7. Other requirements               Have deep understanding of structural construction drawings’ specifications and standards.
                                            Seize the material standard, engineering requirements and requirements in project and scope of work.

III. JOB DESCRIPTIONS

1. Report to                        Lead Structural Engineer
2. Delegate                         Structural Draftsman
3. Obligations                      Responsible for designing and drafting structural drawings of project and assigned drawings. Responsibilities include but not limited to:
                                            - Seize specifications and standards of the project’ structural parts and features of assigned tasks.
                                            - Responsible for drafting AFC drawings of the project (Approved For Construction)
- Responsible for drafting structural drawings serving for construction, such as:
  - Piece Mark
  - Cutting Sheet
  - Cutting Plan
  - Weld Map
  - As – Built

- Ensure drawings must meet requirements of the project’s structure.

- Ensure the accuracy of the order of the elements, the detailed structure of the elements, materials and specifications of each element in the drawing.

- Ensure material cutting in accordance with the regulated type, size, quantity and saving methods.

- Ensure the weld numbering is accurate and adequate as the matrix and the weld testing standards of the project.

- Ensure drawings are clear and have enough information for understanding, storage and construction.

- Coordinate with procurement team in updating time and material types, which will be delivered to the site, for drafting appropriate drawings and ensuring project schedule.

- Coordinate with construction team to draft appropriate drawings for construction plans and schedules.

- Coordinate with construction team to find out inappropriate points to construction during engineering process, so as to report to Lead Structural Engineer for appropriate modification solutions.

- Accurately update and adequately store drawings to ensure the fast and easy access/research.

- Update/track changes/differences in construction from engineering.

- Coordinate with other teams like Piping, Equipment and Instrument for unifying the interface amongs teams.

- Implement MTO and material checking for structure.

- Responsible for the accuracy, the schedule, the quality of
released drawings and documents.
- Make weekly report or urgently as requested to Lead structure engineer.
- Have the right to refuse working / to require other relevant people to stop working if recognize potential risks, which can cause accidents/ incidents to health/ environment, and must report to superiors to solve these issues.
- Have the right to require superiors to equip him/her knowledge and safety regulations to complete assigned tasks.

| 4 | Other obligations | Tasks are applied once incurring or tasks are given as per the request from Lead Structure Engineer. |
| 5 | Internal Relation | Relevant departments / workshops or project disciplines. |
| 6 | External Relation | Clients and other disciplines relating to assigned tasks. |
| 7 | Standards of performance | Standards of performance should be complied with the Performance Appraisal procedure of the Company or implemented as per the request of Project Manager or the Client. |