

Design/CAD Administrator (permanent, full time)

Full Service Mechanical Contractor performing commercial, industrial and institutional projects in the Lehigh Valley. Capabilities include design, installation, and service of Plumbing, Heating, Ventilation, Air Conditioning, Refrigeration (HVAC/R), and Building Automation (ATC) systems. We strive for excellence not only in our customer commitment, but commitment to our employee partners. We have created a workplace atmosphere that encourages leadership, ideas, and feedback The company is looking for an ambitious individual specialized in mechanical design using CAD tools to aid in the pre-planning project efforts.

Duties:

- Generate fabrication/erection/shop/coordination drawings and bills of material utilizing 3D CAD technology
- Prepare bills of material from hard copy project drawings used in the project pre-planning efforts
- Maintain & develop CAD/Engineering systems Process and Procedures
- Interface with customer CAD/Engineering teams to ensure proper deliverables
- Provide plan for the staffing requirements for the CAD work demand
- Work with the fabrication leaders to coordinate and schedule manufacturing and delivery to field
- Prepare initial and ongoing designs for HVAC, piping, and plumbing projects
- Generate building envelope load calculations
- Support project management in the project scheduling efforts

Skills:

- Experience using AutoCAD 2005 and higher
- AutoCAD and Revit design and administration
- Experienced reading and understanding MEP specification requirements
- Experience in defining project schedules and resource requirements
- Thorough knowledge of the construction industry targeted to mechanical & plumbing

systems

- Experience in the pre-planning efforts of project execution (material take-off, submittal creation, acquisition planning)

- Experience in commercial HVAC mechanical piping, plumbing and sheet metal
- Ability to meet deadlines and work within project budgets

*Commercial and residential building structure experience-

- Ability to work independently with minimal supervision
- Ability to size ductwork and piping, select equipment and material types best suited for project needs

- Excellent communication skills, both oral and written

- Excellent organization skills

- Good computer skills including Microsoft Word, Excel, and MS Project

If you seek an open minded company which strives for excellence; if you want to be part of an organization in which your presence will have impact; if you want to be a part of a team which values individual contribution; if you want to make the difference; consider us.

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