



<b>Job Title:</b>	Drafter	<b>Location:</b>	Richmond, VA
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<b>Reports to:</b>	VP of Engineering and Administration	<b>FLSA Status:</b>	Salaried Non-exempt
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**Company Overview:**

W. O. Grubb Steel Erection, Inc. is the leading provider of crane rental and steel erection services in the Mid-Atlantic United States. W. O. Grubb Steel Erection, Inc. was founded in the 1960's with a basic concept, which was to provide high quality steel erection services, equipment, manpower and superior responsiveness to our customers. W. O. Grubb Steel Erection, Inc. is one of the largest family-owned and operated crane rental companies in the nation. Multiple locations serve Virginia, Maryland and surrounding states with crane rentals and service.

**Description Summary:**

A Drafter will support and interface with engineers, salesmen, project managers, and customers by producing detailed layout, operational and fabrication drawings in support of crane, rigging, transportation, and steel erection operations. In this role, you may be required to travel to project sites to oversee critical lifts and to gather site-related information to assist in the planning of project work. The Drafter usually works under direct supervision and expected to work long hours and subject to working weekends and holidays.

**Responsibilities:**

- Preparation of crane layout drawings and engineering drawings;
- Occasional travel to job sites to take measurements or verify dimensions or to assist in oversight of lifting operations;
- Performs other tasks assigned by the VP of Engineering & Administration

**Knowledge, Skills, and Experience**

**Essential:**

- Strong proficiency in the use of AutoCAD;
- Proficiency in the use of Microsoft Word and Excel;
- Must be able to pass a drug test, background check, and fit for duty test.

**Desired:**

- Self-starter and a team player;
- Good written and verbal communication skills;
- Familiarity with fabrication drawings;
- Familiarity with crane lift planning;
- Capable of gathering field measurements in a variety of site conditions;
- Capable of reading and interpreting technical drawings supplied by customer;
- Experience in fabrication drawing production;

- Familiarity with structural steel design;
- Associates degree in drafting.

**Physical Demands:**

The Americans with Disabilities Act (ADA) requires employers to identify essential functions of a role. As a result, the following table was created. Please note: This checklist should not be considered all-inclusive.

Function	Essential Function		Frequency		
	Yes	No	Occasional (1-33% of the time)	Regular (34-66% of the time)	Constant (67-100% of the time)
Balancing	X		X		
Bending	X		X		
Carrying	X		X		
Climbing	X		X		
Crawling	X		X		
Driving	X			X	
Filing	X			X	
Fingering	X			X	
Hand/Eye coordination	X			X	
Hearing	X				X
Kneeling	X		X		
Lifting bulky items	X		X		
Lifting from arm level	X		X		
Lifting from floor level	X		X		
Lifting objects 10-24 lbs.	X		X		
Lifting objects 25-49 lbs.	X		X		
Lifting objects > 50 lbs.	X		X		
Pulling	X		X		
Pushing	X		X		
Reaching above shoulders	X		X		
Reaching below shoulders	X		X		
Reading - English	X				X
Sitting	X				X
Speaking - English	X				X
Standing	X			X	
Stooping	X		X		
Twisting/Turning	X		X		
Typing/Word processing	X			X	
Vision – Color ID	X			X	
Vision – Depth perception	X			X	
Vision - Near	X				X
Walking	X			X	
Writing - English	X				X

- Approximately 80% of time spent in usual office conditions;
- Approximately 20% of time spent in external conditions which may include temperature variance, elevated noise levels, dust and fumes;
- Occasional travel is required.

Reasonable accommodations will be made to enable individuals with disabilities to perform the tasks.

**Work Environment:**

Majority of time spent in an office environment. The employee may be required to wear appropriate PPE equipment when exposed to external environment. The employee could occasionally be exposed to extreme temperatures or other inclement weather.

**How to Apply:**

If you have the desire and feel you are ready to work in a high-performance, fast-paced environment, please visit our website at [www.wogrubb.com](http://www.wogrubb.com), and submit your resume and profile online.

*W. O. Grubb Steel Erection, Inc. is proud to be an Equal Opportunity Employer*