

POSITION DETAILS

Title of Position:	Engineering Draftsperson
Reports to:	Manager Engineering Design Services
Division:	Delivery
Function:	Engineering Design Services
Number of Direct Reports:	Nil
Grade:	3

HEALTH, SAFETY & WELLBEING

ElectraNet is committed to a Safety-First culture and a work environment promoting the health, safety, and wellbeing of all workers. To sustain this culture, all leaders are required to implement and maintain the areas of ElectraNet's safety management system under their control, where the health, safety and wellbeing of all workers comes first while ensuring full compliance with all legislative and policy requirements.

All employees are required to contribute to the Safety First culture by exercising their duty of care to themselves and one another, by working safely, by adhering to all reasonable safety instructions, by using all equipment provided in accordance with safe work methods and by promptly reporting any unsafe working practices or hazardous working conditions

POSITION OVERVIEW

The Engineering Draftsperson is responsible for carrying out civil, structural, electrical layouts and schematics drafting (CAD) for Substations, Transmission Lines, Telecommunications, Protection and Automation.

Success in this role is characterised by accurate drafting skills and an ability to build relationships across broad stakeholder groups to deliver technical excellence.

KEY RESPONSIBILITIES

OPERATIONAL & TECHNICAL

Capable of working under general supervision, contributing operational support across the drafting and technical document coordination field.

Undertake design drafting activities

- Prepare substation single line diagrams as directed by Design Managers, Engineers and Subject Matter Experts (SME's)
- Prepare layout and elevation drawings for substations and transmission lines as directed by Design Managers, Engineers and Subject Matter Experts (SME's)
- Prepare protection and automation single line diagrams, schematics and relevant drawing deliverables as directed by Design Managers, Engineers and Subject Matter Experts (SME's)
- Prepare network related drawings as directed by Design Managers, Engineers and Subject Matter Experts (SME's)
- Assist in the Preparation and maintenance of design standard template drawings as directed by Subject Matter Experts (SME's)
- Ensure the timely production of allocated drawings within agreed timeframes.
- Provide drafting services for the delivery of System Maps, System Switching Diagrams (SSDs) and Transmission Switching Diagrams (TSDs) as directed by Subject Matter Experts (SME's)

Coordinate and maintain technical drawings and documents for the business and support business outcomes

- Provide Drawing and Document Coordination services support to Project Engineering Drawing and Document Coordinators.
- Investigate new and innovative ways to improve the overall management and quality of technical drawings and documents.
- Apply guidelines, processes, and systems to lead the way of best practice
- Contribute to inter-organisational obligations and business compliance in relation to all technical requirements, regulations, and legislation certification
- Collaborate with the project teams and stakeholders across the business to achieve optimum outcomes for ElectraNet.
- Contribute to the ongoing development of SPARQ and Engineering Management System

BEHAVIOURAL

- Build and maintain strong working relationships with and between internal and external stakeholders, delivering a high level of customer service.
- Create and develop a respectful workplace environment that values cultural diversity, innovation, open discussion, and cross functional collaboration to help drive high performance.
- Lead by example; role model desired behaviour and priorities, demonstrate personal accountability for self-development and for achieving quality and timely result.
- Carry out the role in a professional and ethical manner and in accordance with ElectraNet's values, Code of Conduct, and other policies.

SIGNIFICANT WORKING RELATIONSHIPS

- External Customers & Suppliers
- ElectraNet Network Services
- ElectraNet Corporate Services
- ElectraNet Asset Management
- ElectraNet Business Development
- SA Power Networks (SAPN)
- Australian Energy Market Operator (AEMO)

EQUIPMENT & TECHNOLOGY USED

- Bentley MicroStation
- Bentley Open Utilities Substation
- Smart Plant Foundation (SPF) Document Management System (DMS)
- AGi32
- Microsoft Office

SELECTION CRITERIA**KNOWLEDGE, SKILLS & EXPERIENCE:****Essential**

- Applying theoretical and practical knowledge to solve commonly encountered problems
- Applying generally accepted concepts, principles, and standards in well-defined areas
- Undertake ongoing tasks being performed on either a daily/weekly/monthly basis
- Demonstrate an awareness of all aspects of Engineering Drafting obtained through experience, networking, research, and other means of professional development
- An awareness of utility drafting
- Some experience in electrical drafting (layout or schematics)
- Basic understanding of MicroStation (or AutoCAD) software in its application to Electrical Layout (switchyard) and schematic drawings
- Demonstrate an awareness of drawing management systems such as Smart Plant Foundation (SPF)
- Sound interpersonal and stakeholder management skills including the ability to build collaborative and productive relationships with diverse internal and external stakeholder groups and constructively challenge the status quo
- Strong written and oral communication skills, including demonstrated negotiation and conflict resolution skills
- Ability to act decisively and initiate timely action to overcome difficult problems
- Capable of working under pressure to meet project deadlines
- Demonstrable ability to work as a team member and actively promote office harmony
- Flexible approach to working hours and after-hours commitments or undertaking other duties commensurate with your skills and role requirements
- South Australian Car Driver's Licence

Desirable

- Minimum 3 years' experience, in Discipline related role
- Electricity Industry background an advantage