

## ROLE STATEMENT

### Purpose and Accountabilities

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**Position:** Design Draftsperson

**Department:** Engineering

**Reports to:** Project Engineer

**Incumbent:** Vacant

**Revised:** April 2017

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#### **PURPOSE**

- Design, draw, cost, plan, and assist with supervision of capital installations and upgrades.
- Manage and record engineering documents and drawings.
- Assist the engineering department.

#### **Scope and Context**

This role covers all aspects of assigned projects throughout all areas of Tully Sugar Limited's operations.

This role reports to the Project Engineer and forms part of the TSL Project team.

The Project team provides input and assistance to the Engineering team by assisting with capital works justification and proposals, designing and drafting associated with plant and equipment.

#### **Main Accountability Areas**

- Health, Safety and Environment (HS&E)
- Drafting and design
- Leadership and Workgroup Management
- Civil and Mechanical projects

#### **Position Requirements**

The Design Draftsperson will have extensive relevant trade experience and/or tertiary qualifications in Engineering i.e. Mechanical Trade Certificate and/or qualification in Mechanical Engineering.

Minimum 2 years computer aided drafting experience in an industrial environment using Autodesk products, namely Autocad, Inventor and Plant 3D.

#### **Potential Development Roles**

- Assistant Project Engineer

- Project Engineer
- Maintenance Engineer

## **ACCOUNTABILITIES**

### **Health, Safety and Environment (HS&E) Accountability**

The Design Draftsperson is:

- Accountable for ensuring project designs comply with relevant Australian safety and environmental standards.
- Accountable for the safety and environmental performance of all activities within Projects under their supervision.
- Accountable for ensuring equipment installations meet stakeholders requirements with regard to safe operation, environmental requirements and access for inspection and maintenance.

This accountability is achieved personally by:

- ❑ Always modelling safe behaviours.
- ❑ Complying with Tully Sugar's systems for WH&S and environmental management.
- ❑ Ensuring all employees, visitors and contractors at all times adopt safe work practices and work in accordance with Tully Sugar's policies and procedures.
- ❑ Communicating safety expectations at every reasonable opportunity and providing performance feedback such that safety is inherent to all aspects of work at Tully Sugar.
- ❑ Proactively identifying risk to people, plant or the environment.
- ❑ Monitoring and reviewing the HS&E performance for compliance and taking corrective action when required.
- ❑ Investigating and reporting on relevant work related incidents in accordance with the Tully Sugar Limited Incident Reporting and Investigation Policy.
- ❑ Ensuring that safety and environmental considerations are included in the planning and execution of all work conducted or commissioned.
- ❑ Managing the prompt response to any relevant HS&E incident including provision of appropriate assistance, controlling damage and mitigating loss.
- ❑ Assisting when necessary, to ensure employees and contractors receive proper induction and training in safe work practices

### **Leadership and Workgroup Management Accountability**

Design Draftsperson provides leadership to and is accountable for the performance of workgroups involved with relevant projects.

This accountability is achieved personally by:

- ❑ Setting exemplary standards of behaviour.
- ❑ Demonstrating high standards of personal work performance.
- ❑ Demonstrating initiative and ethical behaviour in all business interactions.
- ❑ Proactively and cooperatively engaging with personnel across the Company as appropriate.
- ❑ Assisting with the review and improvement of departmental systems.

- ❑ Providing clear communication to employees and contractors such that they understand their roles and responsibilities and carry out their work to a high standard in a safe and efficient manner.
- ❑ Time management of everyone within the workgroups.

### **Civil and Mechanical Project Accountability**

Design Draftsperson in conjunction with the Project Engineer is accountable for the investigation, design, planning and specification of capital installations and upgrades.

Design Draftsperson is accountable for ensuring capital installations and upgrades comply with relevant Australian standards.

Ensure all planned equipment installations meet all the stakeholders' requirements with regard to performance, quality and cost.

This accountability is achieved personally by:

- ❑ Keeping up to date with the relevant Australian standards.
- ❑ Communicating with other departments regarding relevant projects.
- ❑ Identifying and monitoring key project milestones and targets.
- ❑ Assisting with the preparation and submission of detailed project scopes and budgets.
- ❑ Maintaining the integrity of the recording system to provide an audit trail of correspondence.
- ❑ Filing all hardcopies and electronic project documentation to enable searching and retrieval of information.
- ❑ Implementing and maintaining a project reporting system.
- ❑ Actively seeking opportunities to improve project designs and systems.
- ❑ Ensuring expenditure approvals are in place for all project related expenditure.
- ❑ Assisting in the resolution of Variations during construction periods.

### **Drafting Accountability**

Design Draftsperson is accountable for:

- Ensuring all mechanical and civil drawings are stored to enable easy search and access.
- The accuracy of all their drawings and the information contained in them.
- Ensuring that appropriately detailed fabrication drawings are available for all manufactured items.

This accountability is achieved personally by:

- ❑ Updating the TSL drawing register on a regular basis.
- ❑ Verifying all drawings and information.
- ❑ Updating drafting and computer skills to keep up with new drafting software.
- ❑ Deciding the level of detail required on drawings i.e. if the drawings are for manufacture or a general assembly.
- ❑ Conducting site surveys
- ❑ Measuring components as required to produce detailed drawings for record or fabrication.
- ❑ Liaising with external suppliers and contractors.
- ❑ Liaising with Tully Sugar staff, tradesman and other personnel.

- ❑ Understanding and developing manufacturing methods.
- ❑ Prioritising and managing drafting tasks.

**General**

- ❑ Performing other duties as assigned by the Project Engineer.

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I hereby accept the above position description.

Signed:

Date:       ...../...../.....