

Have them send over resume via email: grmechplumb@embarqmail.com .

Job Title: CAD Tech/Manager
Open Date:
Location: Rogers, MN
Hours: 8:00 – 4:30 (Monday – Friday)
Status: Full time while current drafter is recalled to Active Duty

GR Mechanical is a design build Plumbing & Hydronic Heating contractor located in Rogers, MN.

Required Skills:

- Plumbing/Hydronic Heating & Cooling/Med Gas/Gas Piping drafting
- AutoCAD MEP 2009
- MS Access 2003
- Ability to work alone and with little supervision for multiple Project Managers

Recommended Skills:

- Plumbing/Hydronic Heating & Cooling/Med Gas/Gas Piping design

Position Duties:

- Downloading and printing plans and specs for bids
- Drawing construction documents
- Making copies of construction document & engineered plans for permits
- Making changes to construction documents during course of the project
- Transmitting construction documents with other trades and General Contractor for project coordination
- Project Closeout Documentation
 - Making changes to construction documents for Record Drawings
 - Compiling information for Operation & Maintenance Manuals per the project specs
 - Printing warranty letters for Project Manager's signature
- Maintaining the Job Log database
 - Maintaining a record of drawings on hand and where located
 - Maintaining a record of Closeout Documentation completion
- Ordering paper and toner as needed