

Lighting Controls Documentation Specialist

Job Description:

- We are currently seeking an experienced CAD operator to join our fast growing team as a Lighting Controls Documentation Specialist. We are commercial Lighting Representative Agency. The environment is a fast paced collaborative atmosphere. You will have an active role in creating the required documentation for lighting control projects in the Pacific Northwest.

Job responsibilities:

- Drafting project submittal documentation to support specified projects and design build projects as required for commercial lighting projects in a CAD environment.
- Performing CAD design and other assignments under the direction of Controls Specialists in the controls team interpreting markups and generating accurate drawings.
- Performing drafting of tasks based on input from Controls Specialists or Outside Sales Specialists for integration into specifications and/or installation.
- Performing drawing revisions and tracking changes throughout the submittal process.
- As the documentation specialist, you are responsible for creation of submittal documentation as required for specified lighting projects

Job Requirements:

- Solid working knowledge of most recent release of AutoCAD software.
- Experience in wiring diagrams, electrical engineering or lighting layouts .
- Acquires job skills and learns company policies and procedures to complete routine tasks.
- Works on assignments that are routine in nature, requiring limited judgment.
- Ability to convey engineering design concepts through a technical drawing utilizing clear and concise drafting methods.
- Ability to read, understand and interpret specifications and lighting drawings.
- Working knowledge of windows based computing systems and ability utilize MS office suite of software applications.
- Ability to collaboratively work with in house controls team, engineers, distributors and contractors, both in a team environment or independently.
- Well organized, detail oriented and able to perform tasks within expected timeframes.
- Strong ability to communicate, in English, both written and verbally to all levels of the organization as well as external customers.