



INTERNATIONAL ENERGY SERVICES LIMITED

JOB TITLE: CAD Designer – Electrical & Instrumentation

Job Location: Port Harcourt

JOB OBJECTIVE

- Participate in the activities of TEA drawing office; including update of Electrical & Instrumentation 2D drawings & 3D models for PDRs & SECs. Ensure that all field verification works are carried out in a safe and efficient way
- Supports the outputs of other disciplines to ensure compliance to client's Asset Information Management procedures, standards and formats

DUTIES & RESPONSIBILITIES

- Participate in the execution and close out of:
 - As built redlined PDR and SEC
 - Upgrading of documents,
 - Drafting / design request from client's departments and sections.
- Actively participate in the conversion to native files of Client's Documents types and incorporate plant change information resulting from project activities using AutoCAD, MicroStation, GTXRaster CAD and Microsoft Office software,
- Produce technical drawings and documentation on AutoCAD to support client's activities as required from projects and discipline in accordance with client's Asset Information Management procedures and applicable standards.
- Assist in the preparation of technical designs for the draft works assigned.
- Review drawings to ensure alignment with client's approved procedures and applicable standards.
- Propose improvements and initiatives on client's CAD activities
- Incorporate as-built information on assigned drawings and related drawings in a controlled manner and upload into client's EDMS within the specified duration.
- Maintain proper electronic filing system including revision control for all documents and drawings in hand
- Transfer non-standard file formats into the standardized formats ensuring uniform and complete information
- Ensure all CADed drawings are saved on client's Livelink in accordance to the file naming convention
- Compile appropriate reports as required for specific assigned tasks in an accurate and timely fashion.
- Keep abreast of changes to operating procedures, work instructions and control systems related to the function of drawing office
- Send weekly report to team lead on work progress
- Carry out all other activities assigned by Supervisor and Lead CAD Designer

Job Requirements:

Education

HND/BSc or equivalent in any Engineering discipline preferably Electrical Engineering.

Experience

- Minimum of 5 years' experience in CAD and design works for the oil and gas industry,
- Experience shall include computer use of Microsoft Office as well as CAD specific software (AutoCAD, GTXRaster CAD, MicroStation, etc.).