

Job Title: Drafter II
Location: Charleston, SC
Type: Part-time (20 hours per week)
Salary: \$26.01 an hour plus \$4.22 Health and Welfare (H&W)

Required:

- Minimum of five years of experience in maintaining telecommunications infrastructure drawings.
- Cable distribution management experience.
- Experience using Autodesk AutoCAD system.
- Experience using Microsoft Visio.
- U.S. Citizenship

Desired:

- Experience in telephone installation, maintenance, and repair.
- BICSI Installer 1 certification.
- Active Secret clearance.

Job Description:

- Create, maintain, and update maps of information systems, circuits, and lines using CAD software.
- Maintain a web-based information database composed of complex maps, cable/fiber configurations, digital and hard copy sketches, diagrams, drawings, photographs, databases, and tables configured in a database management system.
- Use standard equipment, plotters, and scanners; follow circuit paths, circuit diagrams, schematic cable and fiber runs, and engineering drawings.
- Update and maintain all OSP, ISP and remote communications facilities drawings in the CAD system.
- Input changes from redline drawings into CAD system.
- Maintain all site drawings in final CAD format and drawing files in a printable format and translate drawings to other formats such as Visio and PDF.
- Maintain an electronic hard-copy plant-in-place drawing library and update related TMS asset management databases.
- Ensure all drawings are accurate and up to date.
- Create all as-built CAD drawings IAW the drafting standards.

Physical Requirements:

- Must possess visual acuity to distinguish detailed drawing features, and manual dexterity to operate drafting tools and equipment and a computer keyboard.
- Understand and follow oral and written instructions.

Clearance:

Selected applicants will be subject to a government security investigation and must meet eligibility requirements for access to classified information. Hire dates are dependent upon the issuance of an interim or final government security clearance.

Background Check:

Offers are contingent upon successful completion of professional reference checks, employment history verification, and criminal background screening.

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EOE Minority/Female/Veteran/Disabled