

POWER TRANSFORMERS

Job Title: Electrical Draughtsperson	Paterson Grade Level:
Department/Division: Engineering	Reporting Line: Mechanical Engineering Manager
Direct Reports: None	Closing Date: 30 September 2026

Job Purpose

The Electrical Draughtsperson at Actom Power Transformers is responsible for the timely and accurate creation of 2D electrical drawings for power transformers based on specific serial numbers or project requirements. This role primarily supports the manufacturing process by providing the necessary technical diagrams for the internal electrical components and wiring of transformers. The core purpose is to translate engineering specifications into standardized, production-ready drawings to prevent errors and delays on the factory floor, ensuring the electrical components meet the required internal standards and specifications.

Authority Levels

This role operates under the direct supervision of the Mechanical Engineering Manager and functions purely as a technical support resource.

- **Independent Action:** The role has the authority to execute and complete standardized 2D electrical drawings based on given serial numbers and instructions.
- **Escalation Required:** All technical queries from internal stakeholders (e.g., Production) and external customers must be immediately escalated to the Mechanical Engineering Manager or Technical Manager for decision-making and resolution. The draughtsperson has no independent decision-making authority regarding drawing content, corrections, or customer communication.

Key Responsibilities

1. Electrical Drawing Production & Management:

- Produce detailed and accurate 2D electrical drawings for transformer serial numbers using AutoCAD.
- Ensure all drawings adhere to standard company and customer-specific formats and specifications.

- Manage the drawing process from instruction receipt to final issue, ensuring timely completion to meet production deadlines.

2. Drawing Quality Assurance & Revision:

- Incorporate customer feedback and required changes into drawings upon instruction from the Mechanical Engineering Manager or the Technical Manager.
- Minimize technical mistakes and errors within drawings to avoid negative impact on the quality and mechanical process.

3. Technical Support & Communication (Internal):

- Act as the source of drawing information for queries from the three electrical project groups (Senior Mechanical Designers.).
- Immediately redirect all production floor queries, potential drawing corrections, or technical support requests to the Mechanical Engineering Manager or Technical Manager.

4. Work Planning and Prioritization:

- Plan and prioritize daily drawing tasks based on the project deadlines and serial number requirements as communicated by the respective project groups.
- Work on multiple drawings concurrently while awaiting critical information or feedback, where necessary, to maintain project flow.

Human Capital Management

This role has no direct reports and does not involve any people management responsibilities.

Quality, Environment, Occupational Health & Safety Management Responsibilities

The Electrical Draughtsperson is responsible for enforcing the requirements of ISO 9001, ISO 14001, and ISO 18001 standards and related company management systems as they apply to the Mechanical Engineering Department.

This includes any relevant international standards applicable to ACTOM products.

Minimum Qualifications and Experience

Required Education: N4 Technical Qualification with a focus on Electrical Draughting/Drawing, or equivalent.

Relevant Experience: 5 – 8 years' experience as an Electrical Draughtsperson.

Experience working with EPLAN software and be proficient in Autodesk AutoCAD and Autodesk Inventor.

Essential Skills: 2D AutoCAD proficiency, strong attention to detail, ability to read and interpret technical specifications, and excellent organizational skills for managing multiple project drawing deadlines.

Other Responsibilities

This role is responsible for the general maintenance of a safe and efficient workstation and for completing any ad hoc tasks or general duties as reasonably requested by the Mechanical Engineering Manager.
