

## **POSITION FOR SR DRAFTING COORDINATOR– Boge & Boge (1980) Ltd.**

Boge & Boge (1980) Ltd is a family owned and operated business providing engineering, project management and construction services to the industrial sector including mining and agri-food processing. Clients are typically in Western Canada and Ontario with emerging new opportunities internationally.

Often working with Boge is Diaser Management (2006) Ltd. which is an industrial construction company in operation for 20 years working in mining, canola/oilseed processing and agri-food facilities. We have a small engineering office in Whitehorse Yukon

Our firm is located in Winnipeg Manitoba. Both the Assiniboine and Red River intersect in this city of 700,000+ residents just 1.5 hrs north of the US border. Winnipeg is an affordable family-oriented community and many Winnipeggers also own or have access to a second home in cottage country within 1-2 hours drive of the city limits to enjoy outdoor summer and winter activities. Winnipeg provides access to great health care, the arts, international cultural events and now boasts professional sports teams in both the CFL and NHL.

Boge & Boge is seeking services for long term employment of a Sr Drafting coordinator for industrial and commercial facilities with an emphases on structures and detailing with 10+ years experience related to heavy industry experience in reinforced concrete and structural steel facilities design and analysis. Bentley Autoplant and some proficiency in AutoCad are preferred.

### **Responsibilities include:**

- Providing structural drafting services primarily for industrial steel and concrete works, wood and masonry work as well as some building envelope drawing work. Experience in commercial construction is also beneficial.
- Capability in mechanical drafting including piping, conveyors and General Arrangements is significant benefit.
- Capability to produce structural steel fabrication drawings.
- Capability with XSteel is a significant benefit. Solidworks and Inventor experience is helpful.
- Direct supervision of 3 structural drafters and coordination with 4 structural engineers.
- Supervision role is optional. Candidates seeking drafting position only, may still apply.
- Attend weekly production meetings and coordinate drafting activities.
- Reviewing project documents prior to issue including coordination, drawing standard conformance, shop dwg review, scope and presentation.
- Developing and maintaining positive in-house staff relationships and assisting with staff hiring and performance review.
- Developing and maintaining positive, sustainable client relationships.
- Coordinating and working with project team members including other in-house disciplines and subcontracted services.
- Site inspection of rebar and structural steel may be required on occasion.
- Report to the Chief engineer to coordinate with other department heads.
- Write inspection reports, make field investigations, record site measurements.
- Work with hand sketches and markups to produce technical drawings.
- Some basic Structural Design experience is an asset.

### **Qualifications:**

- Broad scope knowledge of civil designs and an understanding of industry codes, standards, and Canadian construction methods
- Able to work in design-build and EPCM contract format.
- Experience working on mining and/or heavy industrial projects is an asset

- Ability to handle multiple tasks and prioritize work for team
- Strong interpersonal and communication skills
- AutoCAD extensive experience required, Microstation optional, XSteel Optional
- C.E.T. status is an asset but not required
- Previous experience as a rebar detailer, or steel detailer is an asset but not required.

Email applications to [hanseb@boge-boge.com](mailto:hanseb@boge-boge.com)

We offer a competitive salary, training opportunities, benefits plan, bonus program and professional work environment.

Please provide resume complete with education history, references of past employers and projects you have worked on.

We thank all candidates for their interest, only successful applicants will be contacted.