Fire Alarm Drafter (AutoCAD)

Fire Detection Unlimited, Inc. (FDU), a leading Engineered Fire Alarm Systems Distributor is seeking a Fire Alarm AutoCAD Drafter to work in their East Bay (Concord, CA) office.

The Fire Alarm AutoCAD Drafter is responsible for the layout and drafting of fire alarm systems in accordance with NFPA codes, project specifications, and AHJ requirements. This position is responsible for layout and drafting of Fire Alarm systems and responsible for the accuracy and timeliness of all associated jobs. Ideal candidates will have manufacturer training, in-house training, and on-the-job experience as it relates to laying out and drafting fire alarm systems. Fire Detection Unlimited, Inc. (FDU) hires both Entry (providing an opportunity to gain on the job training) and experienced Drafter/Designers. This is a great growth and development opportunity with an opportunity for upward mobility for the right candidate.

DUTIES AND RESPONSIBILITIES
• Ability to read project contract drawings (i.e., Project Mechanical, Electrical, Fire Protection, Structural, Architect door schedules, and civil drawings) for design build fire alarm systems.
• Assist Sales and Project Managers in preparing project submittals, modifying the project drawings as per the mark ups.
• Use AutoCAD and other support tools (i.e., Adobe Acrobat, Microsoft Word, Excel) to create fire alarm design drawings and fire alarm submittal documents for permit.
• Follow company standards in maintaining the project drawings filing structure, archive project documents (i.e. permit drawings, as-built drawings, contract drawings).
• Meeting project submittal deadlines as per the project schedule and be able to handle multiple projects at the same time. Able to understand and organize the project priorities.
• Able to understand and organize the project priorities.
• Perform other duties as assigned.

REQUIREMENTS
• Strong working knowledge of AutoCAD and other software programs required to perform job.
• Ability to read and interpret fire alarm project drawings and specifications
• Strong oral and written communication skills.
• Strong time management skills, and the ability to multi-task.

PREFERRED QUALIFICATIONS
• NICET certified or ability to achieve NICET level I in fire alarm systems within six (6) months of employment.
• Certification and/or diploma in drafting and AutoCAD.

• Electrical Engineering degree a plus.
• Experience drafting for Engineered Systems Distributors a plus
• Experience with manufactured product lines such as AutoCall, Siemens and/or Honeywell is a plus.
• Basic working knowledge and understanding of fire alarm system and basic electronics (Ohm's law, resistor series/parallel, relay logic, circuit theory, voltage divider circuits etc.)
• Ability to read contract drawings architectural, mechanical & electrical drawings. Ability to generate fire alarm sequence of operation.
• Proficient with basic computer skills and MS office tools. Ability to use drawings plotters.
• Excellent organization skills, able to prioritize assigned work and professional communication skills with customers.

FDU offers paid time off, holidays, medical, dental benefits, 401(k) plan, and life insurance, and is an equal employment opportunity employer.

Our organization is dynamic, and we pride ourselves on providing a collaborative work environment where employees are consistently engaged and work together to provide top quality service.

Come join us in Making Fire Alarm Simple!

Local candidates only. The position will be in-house, remote work is not an option at this time.

*Not all applicants will receive a response. Only top candidates will be notified.

No agency calls, please