

# Qualifications

- AutoCAD: 2 years (Preferred)
- NICET certification (Preferred)

## Full Job Description

### Job Summary:

A successful candidate will be able to produce construction drawings from MEP or Design Build specifications by implementing the applicable design requirements per NFPA standards.

The candidate will also produce and submit submittal packages to the AHJ/Owner for approval, communicate job requirements to the job site Project Manager, assist Sales in the take-off of new projects and produce equipment orders for the projects they design.

### Primary Responsibilities:

- Reviews and validates information required to create and/or drawings according to specifications and Standard Procedures. Utilizes CAD system for drawing responsibilities.
- Reviews and checks drawings prepared by others.
- Responsible for submittal and close out design packages which are to be delivered to the AHJ and Customer.
- Provides copies of drawings to the installation and sales teams.
  
- Maintains data sheets needed for submittal packages.
- Provides document support for Test Procedure Information (TPI).
- Examines progress, milestones and due dates and if required makes revisions in target completion dates.
- Maintains the confidentiality of all information processed.

### Job Qualifications:

#### Required:

- Minimum 2 years' experience with AutoCAD.
- Possess and maintain a NICET certification in Fire Alarm, Special Hazards or Sprinkler.

#### Preferred:

- AutoSPRINK
- Knowledge of fire alarm system programming
- Knowledge of PDF editing
- Engineering Degree and/or practicing PE

\*\*\*Pay is dependent upon skill level and experience\*\*\*

*Performs related duties as assigned. Regular and consistent attendance is required.*

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Referral program
- Retirement plan
- Tuition reimbursement
- Vision insurance

Schedule:

- 8 hour shift

COVID-19 considerations:

Employees are required to wear a face mask on service sites and in the office.

Experience:

- AutoCAD: 2 years (Preferred)

License/Certification:

- NICET certification (Preferred)

This Job Is Ideal for Someone Who Is:

- Dependable -- more reliable than spontaneous
- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction
- Detail-oriented -- would rather focus on the details of work than the bigger picture
- Autonomous/Independent -- enjoys working with little direction

Company's website:

- [www.kellerfire.com](http://www.kellerfire.com)

Benefit Conditions:

- Only full-time employees eligible

Work Remotely:

- No

COVID-19 Precaution(s):

- Temperature screenings
- Social distancing guidelines in place
- Sanitizing, disinfecting, or cleaning procedures in place

**Send resume to [Kei.Hupe@kellerfire.com](mailto:Kei.Hupe@kellerfire.com)**