AUTOCAD Operator

Intelli-tech, specialists in fire systems, is in search of an AUTOCAD Operator to help us with Fire Alarm Designs for our Northern California market location. Intelli-tech offers a competitive compensation package that includes a generous bonus program, medical, dental and prescription benefit package, vision plan, company paid life insurance, 401K program with company match, paid holidays, paid time off. Immediate opening! Sign on bonus for experienced fire alarm designers!

Job Description: Friendly work environment where you will help us create fire alarm system drawings, sketches and diagrams used in the design, planning, and the production of engineered products. Updates working plans to As-Builts status. Compiles associated project close out information, equipment submittals, and permit submittals.

- Working with our design and sales team, this role reviews and validates information required to create and/or drawings according to specifications and Standard Procedures. Utilizes AutoCAD for drawing responsibilities.
- Prepare application drawings for fire suppression and fire alarm systems utilizing the standards set forth by the Engineering manager and the National Fire Protection Association, as well as any additional codes and standards Authority Having Jurisdiction (AHJ).
- Maintains Drawing Database, Service Request report and drawing files.
- Responsible for submittal and close out design packages which are to be delivered to the AHJ and Customers.
- Provides copies of drawings to the installation, sales and commissioning teams.
- Provides pictorial artwork for graphic maps, graphic annunciators, sequence of operations and warning signs.
- Maintains data sheets needed for submittal packages.

Required: High School Diploma or General Educational Development Diploma (GED). AutoCAD training with solid understanding of techniques and familiarity with Autodesk applications.

Preferred: Working knowledge of Autodesk AutoCAD, knowledge of Fire Codes NFPA 72 or NFPA 2001. Microsoft Windows, Word, Excel, Access and Adobe.

Job Type: Full-time

Send your resume to humanresources@gotoitsi.com