

Florida Floats, Inc. dba Bellingham Marine <i>www.bellingham-marine.com</i>	2014 Dennis St. Jacksonville, FL 32204 (904) 358-3362 FAX (904) 354-4818
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JOB DESCRIPTION

Job Title:	Drafting Technician
Reports To:	Drafting Manager
Prepared Date:	01/16/2026
Prepared By:	Joshua Maxwell, PE (Bellingham Marine Engineering)
FLSA Status:	Non-exempt
Work Schedule:	Monday through Friday, overtime and weekends as required
Approved Date:	[To Be Determined]
Approved By:	[To Be Determined]
Fed. Job Cat.:	Class 4
Division:	East Division - 14

SUMMARY:

Performs drafting and administrative functions for marina/dock construction projects by preparing clear, complete, and accurate plans and detail drawings from rough or detailed sketches/notes, contract changes, and/or bid specifications. Candidates will be required to complete an administrative background check and pass a pre-employment drug screen. Employees participate in random drug screening per our Drug Free Workplace policy. Dependability and punctuality are crucial for this position.

TECHNICAL ASSESSMENT REQUIREMENT:

All candidates must successfully complete a comprehensive CAD Technical Assessment as a prerequisite to qualify for an in-person interview. The assessment evaluates real-world CAD proficiency in marine construction documentation, including:

- File setup and organization using company templates
- Layer management and standards compliance
- Design Center and tool palette proficiency
- XREF management and coordination
- Dynamic block usage and manipulation
- Annotation and dimensioning practices
- Layout creation and title block management
- Revision workflows and redline markup
- Understanding of construction assembly sequences and material specifications

The assessment is designed to evaluate both technical competency and learning aptitude. Candidates who demonstrate proficiency will be invited to proceed with the in-person interview process.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Creates construction and fabrication drawings in accordance with company standards and design engineer's directions and specifications

- Utilizes knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings
- Makes any adjustments or changes necessary as directed
- Prepares flotation calculations for each float module in a dock system
- Creates fabrication details using the flotation calculations to ensure that each float module will attain the designed freeboard
- Compiles and maintains both paper and electronic files on all projects for historical records of all drawings completed
- Consults with and assists departments in determining needs and developing specifications for goods and services
- Establishes and maintains contact with vendors and negotiates with them to obtain the best and most cost-effective goods and services for BMI
- Demonstrates and applies safety rules and techniques
- Performs other duties as assigned or required

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Associates degree (A.A.) or equivalent from a two-year college or technical school; three years of related experience and/or training; or equivalent combination of education and experience.

COMPUTER SKILLS:

Fully trained in the use of AutoCAD, with experience in 3D drafting using software such as SolidWorks or AutoCAD Inventor. Minimum five years' experience working in a network environment. Proficiency with MS Word, Excel, Windows, and email software is required. SolidWorks experience is preferred.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret shop drawings, project schedules, general contract provisions or governmental regulations, general business periodicals, professional journals, technical procedures, and documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER QUALIFICATIONS:

Must be able to meet strict deadlines. Dependability for work schedule is crucial.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel, type, and use a computer mouse. Specific vision abilities required by this job include close vision, ability to adjust focus, and ability to see a computer screen.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

ENVIRONMENTAL CONDITIONS:

While performing the duties of this job, the employee may be regularly exposed to outside weather conditions that may be dusty and vary between direct sunshine and exposure to rain and/or wind. Employees will be required to be able to transition from working in an office setting to working outside at times. The noise intensity is moderate.

COMPETENCIES:

To perform this job successfully, an individual should demonstrate the following competencies:

- **PROBLEM SOLVING** – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem-solving situations; uses reason even when dealing with emotional topics.
- **TECHNICAL SKILLS** – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- **CUSTOMER SERVICE** – Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- **INTERPERSONAL SKILLS** – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **ORAL COMMUNICATION** – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
- **TEAMWORK** – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts the success of the team above own interests; is able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **LEADERSHIP** – Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.
- **QUALITY MANAGEMENT** – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- **ETHICS** – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- **PLANNING/ORGANIZING** – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.
- **PROFESSIONALISM** – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

- **SAFETY AND SECURITY** – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- **ATTENDANCE/PUNCTUALITY** – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **DEPENDABILITY** – Follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

COMPENSATION:

BMI offers a competitive compensation and benefits package. Compensation is dependent upon skills and experience.

APPLICATION PROCESS:

In order to be considered as a candidate for this position, applicants must complete a BMI Employment Application form online. Qualified applicants will be contacted to schedule the required CAD Technical Assessment.

EQUAL OPPORTUNITY EMPLOYER:

Bellingham Marine is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to status as a protected veteran or a qualified individual with a disability, or other protected status, such as race, religion, color, national origin, gender identity, sexual orientation, sex, or age. To request a reasonable accommodation for the application, please email hr@bellingham-marine.com. Bellingham Marine is a Drug Free Workplace.