



At Willmar Electric Service we are People Making a Difference for People.

We are looking for relatable people who crave structure and punctuality. Who lives by the “Golden Rule” and is seeking an employer who is going to recognize you for the value you bring to the company and cares about you as a person, not just a number.

If you have the desire to learn and grow, you will have opportunities for advancement with Willmar Electric Service. As we grow and prosper, we want you to grow and prosper with us.

Willmar Electric Service is a 4th Generation Family Owned company who started electrical installation in 1920!

**Willmar Electric Service (WES) is accepting applications for an Electrical Drafter in the Willmar, MN area.**

#### **Job Summary:**

The position supports the engineering and design of electrical projects for internal and external clients.

#### **Essential Functions:**

- Accurately and efficiently create, edit and revise electrical drawings.
- Prepare specifications for electrical contract drawings.
- Maintain standardized drawing format.
- Respond to drawing changes with addendums.
- Layout basic electrical systems.
- Assemble documentation sets and produce drawing sets.
- Plot drawings as directed by supervisor.
- Maintain necessary work documents, AutoCAD library and data.
- Stay current with AutoCAD tools and skills and other design software.
- Review “for construction” documents and integrate their information into electrical documents.
- Attend meetings and maintain communication with Engineer and Designer.
- Attend and participate in regular scheduled “huddle” meetings.
- Demonstrate the ability to adapt to changing priorities or demands, including performing other duties for your supervisor, as assigned.

#### **Minimum Qualifications:**

- Must know computer programs: Microsoft: Word, Excel, Outlook.
- 2 years AutoCAD Experience
- Ability to communicate effectively (to meet the standard of the supervisor) in written and verbal arenas.
- Ability to work with a variety of office and design software programs.
- Ability to work with a variety of printer/plotter hardware
- Ability to read all types of construction blueprints.
- Demonstrates excellent presentation skills.
- Detail orientated.

Preferred Qualifications:

- Knowledge and understanding of the construction industry.
- Knowledge and understanding of electrical systems.
- Working knowledge of Bluebeam and Solid Works.
- Drafting degree or certificate

**What does success look like in this position?**

1. Produce electrical drawings for constructability and provide engineering support for internal craft workers
2. Timeliness and promptness with attendance and assignments.
3. Show initiative to continue learning and develop skills.
4. Uphold Willmar Electric Service's policies and procedures to meet company standards.

At Willmar Electric Service we aim to provide incredibly efficient and innovative solutions that extend far beyond what you'd expect from an electrical service company.

We are seeking someone who knows that profit is essential to a business and will do their best to be efficient in their day to day work so that the company can continue being a business of "People making a difference for People".

**Salary: \$15 - \$20 an hour**

**Applications can be completed online at [www.willmar-electric.com/employment](http://www.willmar-electric.com/employment)**

**Benefits:**

**Here at Willmar Electric Service, we offer over 30 different benefits for our team members.**

**Paid Time Off**

- Paid Holidays
- Paid Jury Duty
- Paid Vacation/Sick Time
- Paid Bereavement Leave

**Health and Wellness**

- Adoption Benefit
- YMCA/Gym Membership
- Company Gardens
- Health/Wellness Programs
- Mentorship Program

### **Financial Security**

- Identity Theft Protection
- Generous 401K with Match
- Profit Sharing
- Flex/Dependent Care
- Short Term Disability and Accident Insurance
- Life Insurance
- Medical Bridge Insurance

### **Education**

- Paid Continuing Education
- Apprenticeship Classes/GI Bill
- OSHA10
- Paid Safety Training

### **Helping the Community**

- PTO Bonus for Volunteering
- Financial Support for Community Events
- Monthly Charity Donations

### **Insurance offerings**

- Health Insurance
- Health Savings Account
- Dental Insurance
- Vision Insurance

### **Work Programs**

- Paid Tool/Clothing Reimbursement
- Referral Bonus
- Advancement Opportunities
- Merit-Based Bonus
- Technology for Project Documents
- Vehicle Allowance

### **Education**

- K-12 Christian Education
- Dependent Continuing Education
- ABC Continuing Education
- Ridgewater College
- Local High School

**If you feel that this job fits you, we would love to meet you. Please fill out our application at [www.willmarelectric.com/employment](http://www.willmarelectric.com/employment)**

Applicants are subject to a background check. We are an EOE.

For questions contact, McCall 320-262-5410