



# WILLMAR ELECTRIC

DESIGN | BUILD | BEYOND

At Willmar Electric, we are ***People Making a Difference for People.***

We are looking for relatable people who crave structure and punctuality. Who live by the “Golden Rule” and are 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. As we grow and prosper, we want you to grow and prosper with us.

Willmar Electric is a Fourth Generation Family Owned company that started electrical installation in 1920.

**Willmar Electric is accepting applications for an Electrical Drafter in the Willmar, MN.**

## **Job Summary:**

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

**Salary: \$15 - \$20 an hour (DOE)**

**Applications can be completed online <https://willmarelectric.com/careers/>**

## **Essential Functions:**

- Accurately and efficiently, create, edit and revise electrical drawings.
- Prepare specifications for electrical contract drawings.
- Maintain a 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 the 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, and Outlook.
- Two (2) years of 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 Revit.
- 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's policies and procedures to meet company standards.

At Willmar Electric, we aim to provide incredibly efficient and innovative solutions that extend far beyond what you would 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".

#### **Benefits:**

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

#### **Paid Time Off**

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

#### **Health and Wellness**

- Adoption Benefit
- YMCA/Gym Benefit

#### **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

#### **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**

- Referral Bonus
- Advancement Opportunities

### **Educational Scholarships**

- 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/careers/](http://www.willmarelectric.com/careers/)**

Applicants may be subject to a background check. EEO.