

Position Opening

Position:	Drafter and Document Controller	Location:	Clarkdale
Opening Date:	September 3, 2024	Grade:	7
Closing Date:	Until Filled	Wage:	\$26.99 to \$40.86

Mission & Values

Our Mission – Creating opportunities and solutions with quality products and exceptional people

Our Values – Profitability the right way... Integrity, Accountability, Excellence

Primary Job Function:

The Drafter and Document Controller functions as a Drafter and/or Document Controller depending on department needs. Drafting responsibilities includes providing drafting services supporting the development of new manufacturing or processing facilities or the modification or expansion of existing facilities throughout SRMG business units. Document control responsibilities include managing and overseeing the creation, implementation, and archiving and maintenance of new and existing documents for all facilities at the enterprise level. In collaboration with engineers-of-record, document control support will also be provided on a project level basis to ensure timely completion of document reviews and work flow tracking. The position reports to the Project Engineer.

Please see below a brief summary job description.

Essential Requirements:

- Wear required safety equipment including but not limited to hardhats, safety glasses, safety harness, hearing protection, dust masks and gloves
- Ascend and descend stairs, ladders, embankments and stockpiles
- Use of both hands
- Perform frequent, repetitious motions with arms and hands
- Bending, kneeling, twisting, often in confined spaces and awkward positions
- Able to lift 50 pounds safely
- Requires continuous and predictable attendance
- Work extended hours when necessary
- Valid driver license and acceptable driving record
- Travel in state and out of state, possible in inclement weather

Knowledge, Skills and Abilities:

- Associates degree in Drafting or equivalent degree or technical experience in a related field
- Minimum 5 years experience in drafting and document control
- Possess an intermediate degree of proficiency and knowledge of Microsoft Office suite software products, (i.e. Excel, Word, PowerPoint, Project, Access)
- Advanced knowledge of AutoCAD products capable of creating technical drawings, layouts, surfaces and manipulating survey data
- Supplemental working proficiency in either SolidWorks or Revit (or both) will be given preference
- Knowledge and experience with manipulating 3D scanned data
- Extensive experience and knowledge of document management systems, including management of user access and data entry

Duties and Responsibilities:

- Able to create technical drawings within multiple engineering disciplines with minimal direction from disciplined engineers
- Create detailed technical drawings, plans, standard details and templates
- Collaborate and clearly communicate with engineers, stake holders, and other professionals
- Strong understanding of document control principles and best practices
- Lead and manage document digitization and archival initiatives
- Experience in developing and implementing document control procedures for both existing historical documents as well as new project documents
- Maintain and update drawing records created both internally and externally
- Experience in conducting audits of document control process
- Review equipment proposals and drawings when required
- Develop and maintain technical and market knowledge by attending industry-centric educational and training seminars and by developing and marketing a current office library and technical information files
- Perform any other duties incidental to this job classification or as designated by a supervisor or manager



PHOENIX CEMENT

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Position Opening

Internal Applicants-please complete an Internal Transfer Opportunity Request Form located in MySRMG>Human Resources>HR Forms and send to akremer@srmaterials.com.

External Applicants-please complete an application on our website www.srmaterials.com, email to akremer@srmaterials.com or fax to 928-639-8066.

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