

Job Title: Millwork Drafting Leader

Welcome to Mirmil Products!

Summary/Objective: The Millwork Drafting Leader is accountable for the direct hands-on leadership and quality execution of all aspects of engineering and drafting for themselves and the draft design team.

Responsibilities of the Role:

- Create 3D models using computer-aided design (CAD) software
- Convert 3D models into instructions for 3D printers
- Develop test prototypes
- Identify solutions to improve production efficiency
- Use design software to develop models and drawings of new products
- Maintain existing engineering records and designs
- Manage all aspects of engineering associated with a project from estimation through release for fabrication including verification, planning, material selection, design, component relationships, installation and all associated documentation
- Collaborate and coordinate with department leaders to understand job requirements, manage change orders/add-ons and provide a clearly defined path of construction including timing, material requirements, and tooling needs
- Lead, coach, develop and inspire engineering employees to continually improve employee performance while monitoring and promoting employee morale
- Cultivate and maintain positive working relationships with stakeholders both internal and external to the facility to build a culture of collaboration
- Oversee and direct the daily activities of your team to ensure projects are completed safely, on time and to quality standards while being responsive to changing demands and priorities
- Train team members on the efficient use of software and tools as well as guide them in work methods and techniques, recommending training and continuous improvement options
- Identify performance issues and hold employees accountable to actions needed to improve or correct performance, ensuring constructive coaching, accuracy and documentation in partnership with Human Resources
- Complete, submit and participate in employee progress evaluations and feedback sessions
- Monitor and review attendance and time off for engineering employees
- Communicate and uphold company policies and procedures
- Participate in the recruiting process as requested
- Maintain a high level of confidentiality at all times

What You Offer:

- Highly motivated, participative leader with a proactive approach
- Ability to understand and document complex processes in a clear and concise manner

- Strong organizational skills and the ability to manage multiple projects simultaneously
- Advanced written and oral communication skills to effectively interact with, influence and motivate people at all levels
- Excellent prioritization, time-management, organization and multi-tasking skills with an
- Profound attention to detail; collaboration and coordination capabilities
- High proficiency in mathematical inclination
- Demonstrated ability to work both independently and to also lead a team
- Fluidity to work with projects based on both the imperial and metric system of measurement

Key Requirements (education/certifications/licences/passport/clean drivers abstract):

- Experience with 3D CAD, blueprint reading, PLC Programming and HMI Design is required
- Post secondary education in Engineering is preferred
- 1-2 years of leadership experience in a manufacturing / industrial environment is required, ideally in a millwork setting
- Expert ability to accurately read, analyze, and interpret architectural plans, drawings and specifications
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) is required

Wage / Schedule:

- From \$50,000 - \$70,000 annually (salaried position)
- Monday – Friday, 7:30am – 4:30pm

We look forward to meeting you!