

SENIOR CAD ADMINISTRATOR – MECHANICAL DESIGN AND DRAFTER

Mitsubishi Power Aero LLC, Glastonbury, CT

About Mitsubishi Power Aero LLC

Mitsubishi Power Aero LLC is headquartered in Glastonbury, Connecticut, USA, and is a group company of Mitsubishi Power Americas, Inc. Mitsubishi Power Aero is the OEM and the exclusive provider of aero-derivative gas turbine packages based on the advanced technology of Pratt & Whitney® proven aircraft engines. For over 60 years, Mitsubishi Power Aero products and services have been the innovative solutions that our global customers require to deliver reliable, affordable electricity to their consumers.

Our customers rely on us to offer a true partnership for the entire life cycle of their gas turbines and to provide the best advice, monitoring, upgrades, retrofits, and repairs available to keep their operations running smoothly. We offer a rare level of customization, hands-on service, and responsiveness. Speed, flexibility, and durability are hallmarks of our products and customer support, as well as our culture.

Mitsubishi Power Aero has installed more than 2,000 gas turbines in over 50 countries. Our portfolio of aero-derivative gas turbine engines offers competitive, efficient, and flexible products that generate 30 to 140 MW of power in peaking, baseload, and on-demand power applications. As the demand for power expands, and more intermittent sources of power are introduced to power grids, Mitsubishi Power Aero will continue to play a vital role in providing energy security to customers worldwide.

We integrate resources and create synergies with other Mitsubishi Power companies, allowing us to deliver optimized technical and commercial solutions. Customers respect our rich heritage as an innovator and value our financial stability as part of Mitsubishi Heavy Industries Group, a global leader in energy. Mitsubishi Power Aero cultivates the full potential of employees to advance engagement, personal growth, and organizational goals. Connect with us at aero.power.mhi.com or [LinkedIn](#).

Job Summary

The **Senior CAD Administrator – Mechanical Design and Drafter** owns and operates our AutoCAD environment supporting gas turbine packaging and other heavy industrial power systems. The ideal candidate is a senior-level drafter/designer who can produce, review, and control multidisciplinary drawings while also owning the CAD platform, toolsets, and workflows used by engineering and project teams.

Key Responsibilities

- Administer, maintain, and upgrade AutoCAD and related Autodesk tools (Plant 3D, Inventor, layer standards, title blocks, symbols, and CAD templates).
- Manage CAD licensing, deployment, user configurations, templates, title blocks, libraries, block libraries, drawing standards, and shared data environments (e.g., Vault).
- Evaluate and implement plug-ins, CAD automation scripts, and third-party tools; work with company IT Department to ensure compliance with IT environment and security policies.
- Lead software migrations and ensure cross-version compatibility across engineering and vendor teams.
- Support engineers, drafters, and contractors with CAD issues and workflows.
- Develop/enforce company-wide CAD standards, layer guidelines, naming conventions, and revision control.
- Produce or modify electrical, mechanical, civil, and P&ID drawings as needed to support active projects.
- Work closely with Engineering, Projects, Controls, and Programs and Operations teams to ensure timely drawing deliverables.
- Perform drawing reviews for accuracy, completeness, and compliance with company and industry standards; review redlines, incorporate engineering changes, and resolve drawing discrepancies.
- Establish workflows for P&IDs, skid layouts, electrical wiring diagrams, and general arrangement drawings.
- Develop and maintain AutoLISP/script-based CAD automation.
- Create/modify productivity tools, macros, menus, and smart symbols.
- Evaluate and deploy plug-ins or custom utilities for P&ID, electrical, and piping workflows.

- Extract BOM/metadata using AutoCAD data tools.
- Support future transition toward 3D or model-based workflows, where applicable.
- Interpret datasheets, vendor drawings, and equipment specifications.
- Coordinate deliverables with fabrication shops, EPCs, and field teams in compliance with company export control policy.

Qualifications and Experience

- Associate's degree or two-year technical school degree
- 15+ years professional experience in AutoCAD in an engineering or industrial environment
- Strong background in electrical and mechanical design drafting for industrial equipment
- Demonstrated experience producing P&IDs, electrical diagrams, mechanical GAs, piping drawings, and basic civil layouts
- Ability to write, modify, and manage CAD scripts (AutoLISP, etc.)
- Experience working on packaged equipment such as gas turbines, compressors, generators, or similar heavy-duty systems
- Deep understanding of CAD standards, revision control, and document workflows
- Strong problem-solving ability and willingness to be the CAD SME