

Job Title: Architectural Drafter Department: Architecture Reports To: Department Manager	FLSA Status: Non-Exempt Supervises Others: No Number Supervises: 0
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Position Summary:
Responsible for plan revisions, converting design and detailed sketches from architects into working documents using CAD software.

- Position Responsibilities:**
- Create working drawings/construction documents from conceptual designs
 - Complete all documents required for plan permitting
 - Make changes to plans as needed for permitting
 - Produce color floor plans and exterior renderings for use by Marketing department
 - Communicate plan changes to Purchasing and Marketing departments
 - Other duties as assigned

- Essential Skills and Experience:**
- A proven record of providing excellent internal and external customer service
 - Superior communications skills, both verbal and written
 - Proficient with computers and skilled in Microsoft Office software including MS Excel and MS Word
 - Excellent organization skills and the ability to manage multiple projects simultaneously
 - Ability to work independently with occasional supervision, assess situations and solve problems as they arise

- Minimum Qualifications Required:**
- Associate degree in CAD or equivalent field experience
 - Minimum of 1-3 years CAD operator experience
 - Proficiency in AutoCAD and Revit
 - Knowledge of typical construction practices
 - Understanding of drafting standards and practices

Physical Demands and Work Environment:
This position is primarily in a comfortable office environment. Position requires sitting, stooping, occasionally lifting up to 60 lbs. Use of a computer is frequent. Must be able to use general office equipment.

Must be able to participate with others in the field environment, which involves being outside and in construction zones.

Position will involve frequent interaction with individuals and groups. Position may require long periods of sitting, standing or walking.

Must be able to travel up to 15% of the time.

General Sign-Off: The employee is expected to adhere to all company policies and to act as a role model in the adherence of policies and company values.

I have read and understand this explanation and job description.

Signature: _____ **Date:** _____

This is not intended to be an exhaustive listing of all skills, duties or responsibilities associated with the job. Management reserves the right to review the job or to require that other or different tasks be performed, should circumstances change (i.e. changes in personnel, workload or technical developments).