

<b>Job Title</b>	Architectural/Structural Drafter/Production Specialist
<b>Reports To</b>	Office Manager/Project Manager/Department Manager

### Job purpose

Responsible for development of conceptual and detailed documents, coordinating the development of detail designs and construction documents with the responsible architect and client, collecting onsite as-built information as it relates to a given project, interoffice multi-discipline coordination. Daily tasks may include design and coordination of multiple projects as assigned by the Project Manager. Interface with clients at a professional level is required utilizing communication software and/or one-on-one meetings.

### Duties and Responsibilities

- Responsible for preparing, revising, and submitting a variety of Revit and AutoCAD drawings.
- Learns necessary details of the plans & specifications for assigned projects.
- Multi-tasks daily while changing direction as needed to meet changing business and client needs.
- Adheres to company drafting standards.
- Performs other job-related duties as required or assigned.

### Qualifications

- A.A.S. Degree in Architectural/Computer Aided Design, or equivalent work experience
- Must have Revit and AutoCAD knowledge, skills, and abilities.
- Knowledge of current building codes and ADA requirements.
- Minimum one year of professional experience in architectural design or equivalent scope of work, including proficiency with Revit
- Ability to multi-task and meet tight deadlines
- Strong written and verbal communication skills required
- Thorough understanding of BIM, AutoCAD, Bluebeam, Microsoft Office Suite.

### Core Competencies

**Customer Oriented**  
**Diagnostic Information Gathering**  
**Forward Thinking**  
**Initiative**  
**Results Driven**  
**Thoroughness**  
**Decisive**

**Teamwork**  
**Manages Performance**  
**Communicator**  
**Relationship Builder**  
**Analytical Thinker**  
**Credible**



## Working Conditions

Working conditions are largely office-based. Travel may be required up to 20% of his/her work week. Must be willing to work in a plant/factory/construction site and/or outside environments. Position may require occasional evenings and weekends with overtime expectations up to 30% in peak times. May be required to wear full Personal Protection Equipment (PPE) which may include, but not limited to, a Self-Contained Breathing Apparatus (SCBA), Flame Resistant (FR) clothing, safety toe boots, fall protection equipment, hard hat, safety glasses, hearing protection, etc. Must be able to drive and carry a state issued driver's license.

## Physical Requirements

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information. Position may also require sufficient physical ability and mobility to work in a Factory/Construction setting, climbing stairs and ladders, working in extreme hot and/or cold environments, working in "confined space" environments, working at height, and working in outdoor conditions in all seasons. Position may require lifting and carrying up to 20 pounds, with rare lifting and carrying of up to 50 pounds.

## Direct Reports

None

---

<b>Approved By:</b>	
<b>Date Approved:</b>	
<b>Reviewed:</b>	