



## **JUNIOR CAD DRAFTER JOB DESCRIPTION**

Salary Range: \$35,000 to \$45,000

Employee Classification: Non-exempt

### **DUTIES SUMMARY:**

Transforms initial rough product design using computer aided design (CAD) into working documents. Reviews engineering drawing and design to ensure adherence to established specifications and standards. Has knowledge of commonly used concepts, practices, and procedures within structural engineering.

Relies on instructions and pre-established guidelines to perform the functions of the job and work under immediate supervision. Typically reports to a manager. Projects include, but not limited to commercial/retail, public sector buildings, multi-family residential, custom residential, and historic buildings.

### **CORE DUTIES:**

1. Design and prepare detailed electronic working plans, charts and/or scale drawings for complex projects from observation, measurements, sketches, and specifications using AutoCAD and Revit software.
2. Interface with departmental personnel to obtain details of equipment and materials requirements.
3. Prepare electronic layouts, charts, detailed scale drawings, and material and equipment requirements from sketches, specifications, and standard layouts provided by customers, consultants, and/or departmental contacts; review and manipulate electronic files received from consultants and departmental contacts.
4. Revise computer-aided designs and plans to comply with modified specifications made during actual construction.
5. Provide technical guidance and direction in the interpretation and implementation of specifications and requirements and the procurement and use of AutoCAD/Revit files.
6. Identify dimensions, angles, curvatures, tolerances, materials, etc.
7. Prepare detailed list of construction documents, maintain Revit Structure and AutoCAD standards.
8. Assist engineering staff in understanding how to use Revit Structure.
9. Coordinate work from multiple CAD outsource services.
10. Resolves discrepancies by collecting and analyzing information from multiple sources.

11. Contribute to company goals and objectives by accomplishing other related tasks as needed.

**QUALIFICATIONS:**

To perform this job successfully, knowledge of design and preparation to complete accurate work plans, charts, scale drawings, and revisions for complex projects, integrating skilled architectural/engineering drafting methods and procedures, with the operation and application of computer-aided design (CAD) and Revit software.

**EDUCATION/EXPERIENCE:**

A certification from an Accredited Trade School or college bachelor's degree from a four-year college or university in Architectural/Civil/Structural Engineering a plus.

**LANGUAGE ABILITY:**

Ability to express ideas concisely and clearly, orally and in writing. Excellent writing skills and the demonstrated ability to write routine correspondence. Ability to convey information effectively to employees and customers.

**MATH ABILITY:**

Strong attention to detail in the area of math (geometry).

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed written and/or oral instructions. Ability to deal with problems involving concrete variables in standardized situations. Ability to manage one's own time and coordinate/prioritize work from multiple CAD outsource services.

**COMPUTER SKILLS:**

To perform this job successfully, an individual should have knowledge of AutoCAD and Revit software.

**CERTIFICATES AND LICENSES:**

CAD Certified / Revit Certified a plus.

**SUPERVISORY RESPONSIBILITIES:**

No

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is completed in an interior office environment and requires working on a computer more than 80% of the time.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.

**Affirmative Action/Equal Opportunity Employer**