



Position / Title	Design Technician
Reporting to	Design Manager
Last updated	May 2019

Focus

The Drafter is to create functional, secure and well-designed technical drawings and plans that properly communicate accurate information. Responsible for the preparation of design documents and commercial, institutional and residential drawings.

Overall outcomes

Produce clear and accurate construction-ready drawings using AutoCAD/Revit that include elevations, site plan, floor plan, details and sections. Prioritize customer service by producing designs that capture the client's expectations and high-end drawings that help estimators provide accurate prices and are easy to follow for the onsite crew.

Responsibilities

- Visit job site to compile measurements as necessary.
- Prepare rough sketches and review them along with the design team.
- Create detailed drawings with CAD/Revit software.
- Provide 3D renderings and virtual walkthroughs when required by client.
- Ensure final designs are code-compliant and adhere to constructability principles.
- Attend weekly construction site meetings with Project Manager and Site Supervisor to ensure builder compliance with design drawings and specifications as well as to answer any questions.
- Represent architect on construction site, ensuring builder compliance with design specifications and advising on design corrections under Design Manager's supervision.
- Assure that work complies with the accuracy level and time constraints required for the project.
- Regularly report progress to Design Manager on project status.
- Follow multiple projects at a time from prelim design through construction.



Requirements

QUALIFICATIONS

- Drafting certificate required.
- BSc in Engineering, Architecture or a diploma or degree in Engineering and Construction Technology from a technical college is considered an asset.
- Proven work experience as a Draftsman or similar role for at least 5 years.
- Valid Driver's License.

SKILLS

- Previous experience with AutoCAD/Revit software.
- Familiarity with 3D modeling tools.
- Ability to work within a multi-disciplinary team including but not limited to mechanical, structural and electrical professionals.
- Strong organizational skills, technical competence and attention to detail.
- Strong structural understanding and knowledge of mechanical and electrical systems.
- Ability to read and interpret documents such as data sheets, shop drawings and specifications to match intent of the project.
- Competency in Microsoft applications including Word, Excel, Outlook, OneNote and Project.
- Excellent organizational, time-management and problem-solving skills.
- Excellent verbal and written communication skills.
- Familiarity with Bluebeam considered an asset.
- Building and/or design experience with commercial, institutional and residential projects considered an asset.

PERSONAL ATTRIBUTES

- Able to handle tight deadlines and uphold quality and excellence under pressure.
- Able to spend long periods of time in front of computers doing detailed work.
- Proven experience collaborating with people with different personality types.
- Creative and innovative.
- Team oriented.