



Senior Commercial Drafter

JOB DESCRIPTION

REPORTS TO: DIRECTOR OF ARCHITECTURE

NON-EXEMPT

JOB SUMMARY

The Senior Commercial Drafter works closely with Project Managers, Architects, Engineers, and is responsible for producing high quality construction documentation using AutoCAD or REVIT. The Senior Commercial Drafter consistently produces high quality construction documentation in accordance with the project schedule and standards. They often mentor junior members of the team on technical usage of CAD and REVIT as well as construction assemblies and techniques. The Senior Commercial Drafter must be able to focus on a busy team environment and demonstrate strong time-management skills to successfully multi-task while producing high quality construction documents.

RESPONSIBILITIES AND DUTIES:

- Produce complex architectural plans, specifications, construction documents and drawings that address the basic design elements of a project.
- Provide building systems that employ construction techniques that are technically complete and correct within the established design parameters
- Meet individual project budgets and schedules
- Coordinate technical drawings with those of consulting engineers, assisting project architect in designing a building that meets applicable codes and standards
- Attends and participates in pre-construction conferences and other meetings with clients as necessary to establish design parameters.
- Coordinate schedule of drawings for contract documents
- Communicate with the project manager, client, other disciplines, and consultants, as required.
- Mentor junior members of the CAD drafting team in both AutoCAD and construction means and methods.
- Prepare or assist in preparation of construction administration phase documents.
- Conduct periodic on-site inspections and on-site meetings with Project Manager and Project Superintendent to assist in clarifying technical design elements
- Other duties as assigned.



REQUIRED SKILLS AND ABILITIES:

- Knowledge of architectural principles, techniques, and procedures
- Knowledge of laws, regulations, rules, statutes, and codes pertaining to design and construction of commercial and industrial buildings.
- Skill in the application of architectural concepts and in the preparation of technical plans, drawings and bid documents
- Skill in computer-aided drafting; Experience with Revit is highly desirable
- Well-versed in detailing medium to complex architecture
- Knowledge and understanding of AHJ requirements and their appropriate solutions.
- Excellent verbal and written communication skills with an emphasis on customer service and marketing of the Company
- Ability to negotiate and mediate issues with a variety of personalities representing a diverse group of individuals and businesses associated with the construction industry
- Ability to exercise tact, diplomacy and discretion in business dealings and with staff
- Exceptional problem-solving and decision-making abilities
- Ability to maintain a good attendance record
- Ability to work long hours during some phases of projects

EDUCATION AND EXPERIENCE:

- 10+ years of experience in commercial architecture
- Education in architecture but degree not required.
- Excellent understanding of how architectural practice is conducted.
- Ability to work well with others.
- Professional level ability to relate to existing and potential clients.

PHYSICAL REQUIREMENTS:

- Sitting is required for most of the day, although sitting and standing may be varied as necessary for comfort. Fine finger dexterity is required for use of a keyboard and other office machines.