

A successful design firm in the upstate SC area is interested in hiring an AutoCAD Drafter / Architectural CAD Draftsperson.

ESSENTIAL FUNCTIONS and RESPONSIBILITIES:

- General drafting including, executive drawing file transfers; importing and standardizing CAD drawings
- Create and modify AutoCAD drawings in 2D for new home construction projects.
- Technical drafting, including but not limited to updating existing as-built drawings, floor plans, elevations, sections, and detail drawings.
- Develop elements of production drawings based on sketches or verbal input. Prepare clear, complete, and accurate working plans and detail drawings from rough or detailed sketches or notes for architect, according to specified dimensions by AutoCAD.
- Prepare architectural drawings (i.e. floor plan layouts, landscape, hardscape details, and elevations). Resolves discrepancies by collecting and analyzing information; conferring with architects.
- Basic knowledge of homebuilding products and materials. Ability to research building requirements.
- Provide support during the development of design and technical systems for projects from schematics through construction administration
- Ability to read and interpret construction drawings and surveys; prepare accurate detailed drawings from data supplied by field surveys further implementing design intent using AutoCAD
- Modify drawings by studying changes; redrawing requirements; changing identifications.
- Provide support to Architect and/or Designer by preparing routine layouts, detail drawings, schedules, & diagrams.
- Maintain project drawing files, and associated records and documentation.
- Tracking & maintaining as-built drawings.
- Ability to develop AutoCAD files for engineering projects; maintain complete, readily accessible files and records; and establish and maintain effective working relationships with co-workers and outside engineers.
- Ability to work with minimum supervision and capable of self-checking for completeness and accuracy of work produced. Receive project assignments from architect or design team. Prepare documentation with minimal supervision in allotted time.
- Make simple decisions but refers most questions/problems to Architect or Project Manager.
- Perform additional duties as assigned to support all departments in the company.
- Customer service – When the needs of the company or its customers dictate, this job will entail whatever needs to be done that is assigned by a supervisor/manager and is within the employee's capability to deliver.

JOB REQUIREMENTS and QUALIFICATIONS:

MUST be proficient in the following:

- This candidate **MUST** be proficient using AutoCAD and have samples of their work.
- **MUST** have thorough understanding and demonstrated knowledge of custom residential building methods and details.
- Extensive experience in the custom/high-end residential market
- Knowledge of basic building codes and requirements a **MUST**.
- Minimum 2 years of experience drafting, preferably Residential and Commercial drawing production experience required.
- Technical drafting, including but not limited to updating existing as-built drawings, floor plans, elevations, sections, and detail drawings.
- Basic knowledge of construction administration.
- **MUST** demonstrate highly organized skills and possess a strong attention to details.
- Strong analytical and mathematical aptitude.
- **MUST** be a team oriented player. (i.e. plays nicely in the sandbox with others)
- Good written and verbal communication skills.
- Excellent interpersonal skills.
- Self-motivated, enthusiastic and flexible.
- **MUST** be a self-driven and results oriented.
- Solid understanding of drafting techniques and familiarity with Architectural terminology.
- Comfortable putting drawings together and interpreting hand rendered sketches
- Organization skills - ability to arrange information and files in a useful manner. Ability to organize and prioritize work to meet deadlines.
- Knowledge of Botanicals is a plus as we have a collaborative approach to design.
- Basic knowledge of residential wood framing.
- Work with speed, accuracy and creativity.
- Incorporate survey information into site plans.
- **MUST** be able to function as an effective member of a project team.
- **MUST** have ability to handle multiple tasks in a high stress environment.

EXPERIENCE:

- 4-year related degree and 1+ year AutoCAD experience; or 2 year associates degree or completion of a technical trade school in AutoCAD, drafting or related field and 2+ years AutoCAD experience; or 3+ years AutoCAD experience with no formal degree.
- Highly proficient in AutoCad required - Windows based software (experience with Revit and / or Sketchup is a plus)
- Residential drafting experience preferred.
- Experience in using Microsoft Office Suites including by not limited to MS Office product suites 2010 or higher (i.e. Word, Excel, Outlook, Publisher etc.)
- QuickBooks knowledge a plus.

EDUCATION:

- Related college degree preferred. See “Experience” above.
- High School Diploma or equivalent required.

PHYSICAL REQUIREMENTS:

- This is primarily a sedentary position which requires the ability to occasionally bend, stoop, reach, lift, move and carry office materials and supplies weighting 20 pounds or less.
- Finger dexterity is required to operate a computer keyboard.
- Must have the hand/eye coordination necessary to operate office business machines (calculator, phone, fax, copier, etc.) and a personal computer.
- Hearing and speech sufficient to verbally communicate in person and on the telephone.
- Mobility to frequently alternate between sitting, standing, and moving about the facilities.