

**Job Title: DRAFTING SPECIALIST**

**Reports to:** Design Engineering Manager

**Indirectly Reports to:** None

**Direct Reports:** None

**Indirect Reports:** None

**Classification:** hourly

**Summary/Objective:** The Drafting Specialist is accountable for the accurate and timely production of architectural millwork and cabinetry shop drawings.

**Main Responsibilities:**

- Provide complete, detailed shop drawings with accurate and clearly labeled measurements, materials, and finish specifications using computer-aided software which satisfy project requirements and meet stakeholder compliance
- Read, understand and interpret architectural drawings and specifications
- Review, analyze and coordinate documents of project related trades (electrical, plumbing, structure etc.) and estimating documents identifying potential design issues and offering solutions
- Prepare and present design proposals
- Prepare and review rough sketches in partnership with the engineering team
- Identify operational issues and redesign products to improve functionality
- Revise and update drawings to ensure consistent documentation of projects
- Ensure final designs comply with regulations and quality standards
- Participate in design meetings as required
- Create, monitor and maintain a well kept, organized and safe work environment while promoting, complying with and enforcing adherence to health and safety rules, regulations, procedures and policies
- Train and mentor lesser skilled employees as directed
- Ensure and constantly improve the safety, morale, quality and profitability of our operations through the ongoing implementation of effective methods and strategies
- Communicate and uphold company policies and procedures
- Maintain a high level of confidentiality at all times

**Competencies:**

- Extreme attention to detail
- Strong organization and prioritization skills
- Aptitude for problem solving
- Excellent time-management and multi-tasking skills

- Effective written and oral communication skills to interact with, instruct and inform others
- Proactive approach with demonstrated initiative and ability to be flexible
- Ability to take direction and work independently with minimal supervision and as part of a team to coordinate simultaneous projects
- Fluidity to work with projects based on the imperial system of measurement
- Enthusiasm and willingness to learn

**Requirements** (education/certifications/licences/passport/clean drivers abstract):

- 2 years experience as a draftsman using AutoCAD and MS Excel
- Diploma in a related field would be considered an asset
- Experience in construction and millwork related fields would be considered an asset
- Experience creating shop drawings for millwork or architectural metals would be considered an asset
- Proficiency reading and interpreting architectural/engineering plans, drawings and specifications
- Working knowledge of Microvellum, AlphaCAM, MasterCAM or other CNC programming software would be considered an asset

**Working Conditions:** Office environment

**Travel Requirements:** Travel is not associated with this position

**Disclaimer:** The duties and responsibilities described are not a comprehensive list. Additional tasks may be assigned from time to time or the scope of the job may change as necessitated by business needs.

**Review Date:** October 8, 2024