

DRAFTER – Kansas City, Missouri

June 27, 2018

The **Drafter** position will serve as support for the design department.

Specific tasks are as follows:

- Setting up new projects for design disciplines in both AutoCAD and Revit
- Providing feedback on drawing set-up consistency and continuous improvement
- Solicit and provide feedback on design standards and prototype maintenance
- Making pdf/dwf sets for coordination with clients and internal review
- Assist with due diligence including contacting code officials, landlord representatives, etc.
- Create and maintain a database of code stipulations per State/Province/City, etc.
- Maintenance of AutoCAD/Revit standards in concert with BIM Manager
- Acts in a stewardship capacity for the firm, works as a functional member of the team, has ability to self-direct and self-regulate work-day
- Other duties as assigned

Position Requirements:

- Associate's or Bachelor's degree in a related discipline preferred, or a suitable combination of education and relevant experience
- Extensive knowledge of commonly-used concepts, practices, and procedures within the engineering design industry, and demonstrated comprehensive knowledge of office and facilities coordination
- Demonstrated organization, facilitation, communication and presentation skills
- Ability to prioritize workflow and organize diverse material and ability to handle multiple, competing and changing priorities; ability to perform effectively without supervision and within established time limits and ongoing deadlines
- Ability to interact and communicate effectively and professionally, and provide exceptional service, both internally and externally at all times
- Employee should be knowledgeable regarding Microsoft Office, have proficient computer skills, display adaptability in learning the use of company specific software and display comprehension of fundamental computer practices