

JOB PROFILE FORM

Drafter

HIRING PROFILE**Job Responsibilities**

Describe the job role and the day to day tasks involved.

- Develop plans, drawings and sketches
- Prepare a visual depiction of a product to be constructed
- Obtains basic architectural, civil, plumbing, mechanical, and electrical data from documents, occupant interviews, and field measurements
- Prepares floor plans, site plans, and other drawings for small construction and minor alteration projects using CAD techniques
- Compiles specifications and contract documents from existing sources for assigned projects
- Assists in preparation of cost estimates and in scheduling construction and renovation projects
- Utilizes state-of-the-art CAD equipment and technology
- Maintains current knowledge of CAD technology principles and applications
- Performs miscellaneous job-related duties as assigned.

Qualifications

Describe the qualifications the staff must have in terms of skills and capabilities

- At least 1 year of experience directly related to the duties and responsibilities specified
- Knowledge of contract documents and specifications
- Ability to prepare floor, site, and other architectural plans using CAD drafting techniques
- Skill in the use of CAD equipment and software
- Ability to make necessary adjustments to conform to job specifications.