

Job Description – AutoCAD Draftsman

Emergent Construction Technologies is a design-build construction management company that specializes in food processing facilities. The incumbent Draftsman will become a part team of our team as an essential team player, in the designing and building of highly complicated and specialized manufacturing facilities. An aptitude for architectural, construction, and mechanical drafting, as well as a willingness to work hard to build facilities that feed the world; will insure the incumbent draftsman becomes a key factor in our organization.

Roles:

- Creating and altering construction sketches.
- Ongoing drawing focused collaboration with project managers and design consultants.
- Management and organization of all Emergent CAD drawings.
- Printing of CAD drawings in various formats and packages, and delivering them to the correct contact in a timely manner.

Responsibilities:

- Creating accurate CAD drawings from hand sketches, verbal instructions, and site visits.
- Seamlessly integrating and working with project managers design consultants, and sub-contractors, to produce and alter drawings.
- Thinking creatively and critically to support the project team in the design process, to create sketches and drawings that work.
- Creating and continually updating project drawings lists.
- Printing various formats of drawing sets for project managers and site superintendents.
- Systematically saving sketches and drawings on our CAD server; keeping the server organized; updating project folders and files as jobs progress and revisions are made.
- Exhaustively reviewing and checking sketches and drawings for errors, before being sent to architects, sub-contractors, project managers, etc.
- Seeking clarity and understanding from engineers and project managers when you are not 100% certain of something.
- Organizing and uploading drawings to web based storage sites/collaboration project sites to share drawings with project and subcontractors.
- Create, edit, and update standard details for use in projects.

Knowledge and Skills Required:

- **A two-year degree in Computer Aided Drafting.**
- Minimum 1-year experience in a CAD Operator role.
- Outstanding fluency and skill within the AutoCAD program.
- Excellent communication skills; listening, comprehension, and feedback.

Qualitative and Other Attributes Required:

- A passion for doing high quality work.
- The ability to think critically, innovate, and solve challenging technical problems.
- High attention to detail.
- Effective time management and logical decision-making ability.
- Being able to self-start and self-motivate when there is no one available to provide instruction.
- Capacity to handle pressure.
- Strong work ethic, and the ability to handle peak work times.
- Willingness to travel if necessary.
- Mental and emotional fitness.

In essence, the AutoCAD Draftsman is a very important position, and is essentially the go to person for every drawing that flows into or out of Emergent. It is a position of great responsibility, requiring not only excellent AutoCAD skills, but also good communication skills, organizational abilities, and the strongest possible focus on quality. This person is the keeper of the drawings, who sees sketches become drawings that ultimately become construction documents. The AutoCAD Draftsman job description aims to highlight the multi-faceted role of the person creating, altering, and managing construction drawings.

Call 972-231-7224 ext. 3905 to schedule an interview or call 469-243-1964 for more information

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