

POSITION DESCRIPTION

POSITION TITLE: Architectural Draftsperson

DATE: January 7, 2004

SUPERVISOR: Operations Manager

POSITION OBJECTIVE: Prepare construction drawings, material take-offs, and work with company personnel regarding construction requirements.

TASKS AND DUTIES:

1. Review building specifications with sales personnel for the project.
2. Prepare sales presentation elevation drawings as directed.
3. Detail construction drawings for projects under contract.
4. Prepare drawings necessary to obtain State approval.
5. Prepare material list required for the project.
6. Prepare job folders for projects under contract for the Crew Foreman and Field Supervisor.
7. Assist purchasing agent with development of sources for projects and/or materials, develop specification parameters for new product requirements.
8. Approve alternate source of supply for materials specified as required.
9. Contact sources of supply to gather technical data for products or services necessary for projects.
10. Provide assistance to purchasing for sourcing of components required for design projects.
11. Attend meetings as required for project status and/or to answer questions regarding design detail.
12. Make prints as required/requested for Field Supervisor and Crew Foreman.
13. Maintain a current material price book for use within the department.

14. Provide technical support as required for sales department and/or customer.
15. Perform other tasks and/or duties assigned by supervisor.

This position has been approved and reviewed by the following:

Employee: _____

Date: _____

Supervisor: _____

Date: _____

General Manager: _____

Date: _____

SAMPLE