

Job Title: Architectural Drafter
Status: Non-Exempt
Reports To: Director of Design
Date: September 2021



At The Samuels Group, we recognize our employees are our most valuable resource. We are builders of structures and builders of long-lasting relationships. Our accomplishments must always be measured by a strong team of employees, their safety, and an unrivaled level of client satisfaction. We encourage and foster a work environment that embraces communication, respect, and recognition. Within this environment, The Samuels Group employees flourish, taking projects to the next level. In addition to offering a history of quality, The Samuels Group provides a passionate, energetic, and dynamic supportive culture where employees can continue to grow.

Job Summary:

Works with the Design Team on all design-build projects when asked. Works with owners to provide an environment that is efficient and reflective of the owner's needs. Must uphold the highest standards of ethical conduct in all work for The Samuels Group.

Reports to: Architect or Designer. Must effectively communicate with all office and field staff as well as consultants, clients, and authorities having jurisdiction. Involved no supervisory functions but requires the ability to work and coordinate with others.

Duties/Responsibilities:

- Uses computer-aided drafting software to create full-scale and detailed designs of buildings and interiors from an architect's rough drawings.
- Proficiency in Revit desired. AutoCAD, SketchUp and Microsoft Office experience beneficial.
- References building codes and regulations and determines how they will affect architectural designs.
- Prepares shop drawings for initial review and notations.
- Coordinates structural, electrical, and mechanical designs with architectural drawings.
- Draws plans for foundations, buildings, and structures based on instructions provided by engineers and architects.
- Recommends the types of materials needed and calculates the quantity required for the project.
- Handle administrative tasks, typing letters, reports, change orders, forms and other materials as needed.
- At project inception, prepare filing project filing system and maintain all files in an accurate and updated manner throughout the duration of the project.

- Documents site meetings and issues meeting minutes as required.
- Attends progress meetings when requested by the department.
- Understand and support project scope and budget.
- Support the development of programming.
- Support the development of schematic designs.
- Participate in site visits reviewing existing conditions and/or progress of construction to ensure that the design intent is being followed and that established levels of quality are being met.
- Support walkthroughs and produce punch lists that identify corrective actions needed prior to owner occupancy.

Business Development

- Participates in the marketing efforts by assisting in the creation of marketing materials and participating in project interviews.
- Participates in presentation and proposal preparations.

Client Loyalty

- Understand and support the goals of the project regarding project development and schedule.
- Assist the senior staff/management to develop a rapport between The Samuels Group and the owner.

Safety

- Observes and reports safety hazards at the jobsite to the project Superintendent.

Required Skills/Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The attributes listed below are representative of the knowledge, skill, and/or ability appropriate for the level of work performed.

- Excellent problem-solving skills.
- Extensive knowledge of CAD software and other architectural drafting tools as stated above.
- Excellent written and verbal communication skills.
- Ability to perform clerical and detail work rapidly, accurately, and neatly.
- Ability to recognize and achieve high quality construction standards.
- Read and comprehend building plans and specifications.
- Basic understanding of industry practices, processes, and standards.
- Ability to comprehend and communicate safety standards.
- Basic understanding of industry practices, processes, and standards is helpful.
- Ability to travel.
- Capability to communicate in a professional, courteous, diplomatic manner with all levels of management, external clients and potential clients is critical.
- Must be able to ask questions, listen to, receive, and give verbal and written instructions and directions in a professional manner.

- Results-driven achiever with ability to attain goals and complete tasks.
- Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects.
- Innovative problem-solver who can generate workable solutions.
- Results oriented and proactive team player who excels at building trusting relationships with customers and colleagues.
- Excellent written and oral communication skills.
- Proven knowledge within Revit, SketchUp, and Microsoft Office software.

Education and Experience:

- Associates degree in Drafting required.
- Three (3) years of related experience preferred.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to access and navigate all areas of construction sites.
- Must be able to lift up to 15 pounds at times.

Acknowledgement:

This job description is not intended to be a complete list of all responsibilities, duties, or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of The Samuels Group, Inc. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility. All requirements are subject to change and to possible modification to reasonably accommodate individuals with a disability.