



Job Posting – Internal / External

Position: Drafter

Department: Drafting Department

Reports to: Drafting Supervisor

Location: Concord, ON

No. of positions: 1 (Permanent)

Summary: The ideal candidate will collaborate with a team of drafters focused on delivering drafting, design and engineering support on curtain wall and/or retrofit projects for the company. Specifically, the focus of this role will be to coordinate and prepare architectural shop drawings, MTOs and Fabrication releases for curtainwall projects from contract documents and to ensure project schedules are maintained. This role will need to work closely with the production, installation and project management teams and conduct internal review of shop drawings to ensure they meet project specifications and meet installation requirements.

Essential Duties and Responsibilities:

Includes the following; other duties may be assigned as required

- Manage changes in project scope and drafting schedule
- Prepare initial designs using AutoCAD, Revit
- Prepare and check releases, material and hardware take-offs
- Assist designer to solve curtain wall façade transition complications
- Develop installation instruction and coordinate with Installation team
- Meet with other departments to come up with resolution to issues
- Coordinate our product with other trades to ensure all links are fulfilled
- Occasionally visit jobsite for pre-installation scope meeting and troubleshooting session
- Lead project team of different level of draftspersons
- Be able to navigate and retrieve information from Drafting's database, including AutoCAD, Revit, Inventor and Vault
- Attend training to improve current system or implement new technology to current systems
- Attend training as required to expand knowledge to utilize software more effectively, efficiently and to maintain best practice
- Work as part of a team to complete projects on time in an organized manner
- Any other tasks assigned

Qualifications:

- Completion of college diploma in Civil Engineering or Bachelor of Applied Science Civil Engineering or equivalent.
- A period of 5-7 years of relevant experience in building envelope industry is considered necessary.

- Broad drafting and/or 3D modeling experiences, specifically in in engineering, design and drafting
- Respectable knowledge of 3D software (Autodesk Revit) is a must
- Extended knowledge of Autodesk Inventor & Vault Professional is required
- Must have strong PC experience in windows environments, working knowledge of word processing, spreadsheets, email, web-enabled applications and database software
- Solid time management, organization skills and including attention to detail to multiple projects
- Skillful in using Adobe Acrobat or Bluebeam software
- Understand Building Science and fit n' function
- Able to read and understand architectural and structural drawings
- Skilled at developing custom curtain wall details
- Ability to work independently without supervision
- Ability to work on large and complex projects
- Fluent verbal and written communication skills