



Draftsperson

Reports to the Engineering Manager on all matters, regarding the assigned and drafting issue. Drafter shall ensure to meet submittal dates in a timely manner. Duties and responsibilities include but are not limited to the following:

Admin

- Communication with coworkers daily by telephone, email and in person;
- Work in a team environment; and
- Both administrative and technical in nature.

Education

- Bachelor's Degree or Diploma in Architectural Technology Construction Management or Civil Engineering.

Years of Experience

- Minimum 3+ years of drafting experience.

Working Conditions

- Site visits requires having PPE for all site work and in certain other locations;
- At times requires driving a company vehicle to visit sites; and
- Flexible to work overtime as required.

Intermediate Level

- Intermediate level position for incumbents wishing to pursue a career in Breakdown or Project Management;

- Knowledgeable in the industry and knows about the products and systems;
- Ability to design or complete fabrication drawings;
- Ability to act as a mentorship to Junior Drafters;
- Ability to work on more complex projects;
- Ability to work independently with minimal supervision; and
- Detail oriented with the ability to read construction drawings (architectural, electrical, mechanical, and interior design).

Job Specific Duties

- Check and ensure to receive all necessary drawings/ documents to start the shop drawing (Architectural, Slab edge, Structural, Mechanical, Electrical in CAD and Hardcopies – preferably IFC drawings);
- Attend a Scope of Work meeting with the EM, PM and Estimator to discuss what we price and scope of our work;
- Coordinate with the PM regarding the approved samples (color, finish, glass, spandrel glass);
- Shop drawing must be done as per schedule;
- Revise shop drawings per internal review and responsible to keep track of the revisions;
- Prepare the PDF set for engineer's review;
- Prepare the preliminary installation plans;



- Mark on the installation plans the window washing buttons if available;
- Revise shop drawing from GC;
- Ensure all CR's and NPR's are incorporated on the shop drawing;
- If project is guaranteed, double check slab edge drawing against the approved shop drawing at least 2 floors ahead of production schedule;
- Prepare as-built shop drawing at end of the project;
- Prepare an RFI for any discrepancy between drawings, design and installation issues or missing details;
- Discuss and inform PM at all times issues with the project;
- Follow up after a week for any outstanding RFI's;
- Review site instructions with the PM to determine the cost implications;
- Coordinate as required with architect and contractor, if verbal follow up with email and copy the PM; and
- Attend coordination meeting with the PM if necessary.

