

## **AutoCad Detailer**

### **Reports to: Detailing Department Manager** **Non exempt**

Expectation for all employees: Supports the organization's mission, vision and values by exhibiting the following behaviors; excellence and competence, collaboration, innovation, respect, with accountability and ownership.

The AutoCad detailer is part of the detailing team, whose main goal is to produce accurate, on time drawings for our customers.

#### Essential Duties and Responsibilities:

- Uses AutoCad to design stairs to fit stair shaft openings.
- Contact with customers to request information needed to proceed (RFI).
- Prepare shop drawings from design drawings.

#### Education and Experience:

- Associate's degree in Computer Aided Drafting and math, and/or equivalent experience and training.

#### Job knowledge, Skills and Abilities:

- Ability to read architectural drawings and transfer information to AutoCad.
- Attention to detail.
- Excellent verbal and written communication skills.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to multi task and have good organizational skills.
- Ability to work effectively in a fast paced environment with constantly changing priorities.
- Willingness to go above and beyond the call of duty for the benefit of the team and/or company.

#### Physical demands:

- While performing the duties of this job, the employee is regularly required to sit for long periods of time and view a computer monitor.