



Job Title:	Draftsman
Department:	AutoCAD
Job Grade/Level	Entry Level
Position Supervisor:	Alex Arizpe
Reports to this Position:	Alex Arizpe
Location:	Texas Timber Frames – Boerne, TX

### **Job Purpose/Summary:**

Be responsible for creating shop drawings for the timber framing industry to assist the Designer and/or Project Manager. Meet with Project Managers to provide status updates, discuss challenges, and address plan revisions. The ideal candidate will have strong AutoCAD skills and a proven track record of producing quality drawings.

### **Principal/Main Responsibilities and Tasks:**

- Create detailed shop drawings of given structures using AutoCAD
- Review and revise drawings based on architect's redlines
- Communicate clearly through drawings, emails, RFI's
- Use knowledge of engineering practices, mathematics, and other physical sciences to complete drawings
- Produce draft designs and diagrams according to the given specifications
- Collaborate with designers, constructors and engineers on projects
- Revise drawings and layouts to accommodate changes and enhancements
- Utilize software to program timbers for CNC machine

### **Minimal Knowledge, Skills and Abilities Required:**

- Ability to understand and communicate technical design information
- Great time management skills
- Great problem-solving skills
- Professional with a positive attitude
- Reliable and prompt with attendance
- Self-motivated and confident
- Strong written and oral communication skills
- Ability to multi-task and meet deadlines
- 3D modeling experience preferred, but not necessary
- High School Diploma/GED
- Associates Degree in Computer Aided Drafting



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- Minimum of 1-year experience

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager/Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_