

## Drafting & CAD Technician

Revised January 2006



### Position Overview

The Technical Staff person is typically a Technical school graduate, or a person with experience in the field of Architecture who is not pursuing registration.

### Position Responsibilities

- Assisting the Project Architect or Intern with design and presentation during the Schematic and Design Development phases of a project
- Assisting the Project Architect with construction document production during the Design Development and Construction Document phases of a project
- Attend meetings with clients or consultants as deemed appropriate by the Project Architect or as a Total Quality Management (TQM) endeavor.
- Coordinating in and out-of-house reprographic services
- Maintaining project file organization both hard copy and electronic files
- Archiving of project at end of each phase or official issuance, both electronic and "tube" storage
- Develop CAD "standards" for drawing production
- Maintain "standard reference" computer library

### Qualifications

Qualifications include CAD proficiency and the ability to work with AutoCAD/ADT 2004, Microsoft Excel, Word & Outlook.

*Offices in Minnesota and Florida*

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