

Verndale Custom Builders

Job title	<i>Lead Drafting</i>
Reports to	<i>General Manager</i>

Job purpose

- The Lead Drafting person will be responsible for all work relating to the assembly of blueprints, submission of forms to the state agencies, and coordinate inspections.

Duties and responsibilities

Drafting

- Develop all drawings necessary for customer and the state agencies to successfully assemble the homes.
- Keep files for all blueprints and ancillary forms.
- Oversee the drafting of blueprints by general drafters.

Compliance

- Responsible for filing any forms necessary with state regulators regarding blueprints.

General

- Any other duty assigned by management

Qualifications

Must possess all skills and knowledge to successfully accomplish the duties and responsibilities of Lead Drafting.

Qualifications include:

- Minimum of 5 years drafting experience or 2 year architectural drafting degree.
- Able to read and follow blueprints
- Must possess excellent written and oral skills
- Is knowledgeable in general construction methods as they pertain to building codes
- Experience in submitting blueprints to state agencies helpful, but not required
- Will set an example of punctuality and efficiency

Working conditions

This position is full time. Some drafting may be done off-site if conditions permit and management gives their approval. Any work done off-site must be clocked using drafting software.

Physical requirements

Must be able to climb stairs.

Direct reports

This position reports directly to the general manager.

Approved by:	
Date approved:	
Reviewed:	