

## **Job Description**

**Title:**

Architectural Draftsperson

**Objective:**

Produces architectural drawings using CAD software as directed by the architect and project managers. May also perform other architectural tasks related to design projects for both residential and commercial projects.

**Responsibilities:**

- Prepare detailed architectural drawings for residential and commercial construction projects.
- Create architectural drawings based on building specifications, calculations and sketches.
- Visit construction sites to collect measurements and dimensions as needed.
- Use CAD equipment and conventional drafting station to prepare drawings, charts and records.
- Draw rough and detailed scale plans for foundations, buildings and structures, based on preliminary concepts, sketches, engineering calculations, specification sheets and other data.
- Communicate with building code officials and building inspectors regarding specific code requirements.

**Requirements:**

- Possession of an Associate's degree in a related area.
- 6 months to 1 year of relevant experience and/or training, or equivalent combination of education and experience. DataCAD and Revit experience and/or training is a plus.
- Possession of strong organizational skills.
- Excellent verbal and written communication skills. Possess exceptional interpersonal communication skills.
- Ability to work independently on assigned tasks as well as to accept direction on given assignments.
- Able to work collectively with the architectural team associates, and maintain an even temper under deadlines.

*The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the associate a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.*

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