



**DIETRICH HOMES
POSITION DESCRIPTION**

POSITION TITLE: Architectural CAD Design
ACCOUNTABLE: President, Vice President

PRIMARY OBJECTIVE OF POSITION

Work with our design team to develop original plans for new home construction, remodel projects and multi-family projects creating 2D construction plans and 3D renderings. Draft extensive bid notes and bid requests to subcontractors and assist CFO with takeoff for each project to develop final project cost. Development, maintenance and execution of project schedules.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Utilize AutoCAD and Revit to create 2D and 3D design plans that meet client requirements. Modify construction documents based on all changes during design and build process. Produce plot plans. Create detailed 3D models of homes designs and renderings as needed. Draft all bids notes in collaboration with Design Consultant. Send all bid notes and bid requests to Subcontractors and Suppliers to obtain accurate bids for project. Review all bids and work with CFO/Office Manager on takeoff for each project. Develop, maintain and coordinate detailed project schedule for individual projects and relay schedules to onsite Project Managers. Direct communication with Subcontractors and Suppliers on schedule and all scheduling changes.

SUPERVISORY RESPONSIBILITIES

Collaborate with clients and our design team to develop complete construction documents. Responsibilities include oversight on all design phases needed to develop 2D and 3D plans, oversight throughout construction process on any client requested changes to project and management of project budget and timeline to meet client requirements.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be proficient at Revit and AutoCad, be detail oriented, a team player and be able to develop strong relationships with fellow staff, subcontractors and all clients.

MINIMUM QUALIFICATIONS

Education and Experience:

- Associates Degree in Architectural Drafting or (3) years' experience as CAD Designer/Estimator/Scheduler.
- Proficiency in AutoCAD and Revit.
- Proficiency in MS Office Suite.

Other skills and abilities:

- Excellent written and verbal communication skills.
- Superior organizational and planning skills.
- Ability to build efficient working relationships with project teams, department staff, subcontractors and clients.

PAY & BENEFITS

- Compensation dependent on experience.
- Paid Time Off
- Paid Holidays
- 401k Match
- Cafeteria Plan

07/2020