

Drafter/Job Captain I

Job Duties:

1. Primary responsibility is to report the progress of the project and problems to the project manager.
2. Work on technical architectural projects in all design phases (schematic design, design development, construction documents) for MSBA, DCAMM, DHCD, National Guard, The city of Boston and Housing Authorities projects. Develop and produce construction documents using 2D AutoCAD drafting and detailing.
3. Assist senior staff with development of building plans, elevations, and details for review within project schedules, staffing and budgets.
4. Support business development activities through creating interior or exterior material finish boards and PowerPoint presentations.
5. Attends all meetings with consultants and assists project manager with the distribution of progress prints and completed drawing package to owners, consultants, and principals.
6. Review, collaborate and coordinate outside consultant's drawings (civil, structural, electrical, and mechanical, plumbing, fire protection designs) with architectural drawings and Reviews construction drawings with project manager and consultants.
7. Perform site survey and documentation and Prepare field sketches.
8. Creation of 3D virtual renderings with 3D programs like SketchUp and Revit

Minimum Requirements:

Bachelor's degree in architecture or a closely related design field

Experience to include:

- 1.5 years of experience in the architectural design industry.
- 1.5 years of experience using Bluebeam/Acrobat pdf editing software and Microsoft Office for construction coordination.
- Demonstrated experience using Sketchup, Adobe Photoshop and Adobe Illustrator for renderings and presentations.
- Demonstrated experience in AutoCAD and 2D construction drawings.
- Demonstrated experience in BIM design software such as Revit.
- Excellent communication and problem-solving skills.

* 5% incidental travel to client sites within geographic region.

*Experience/knowledge can be satisfied by undergraduate course work and/or practical training.

**experience may be gained concurrently.