



Date: December 2021
Job Title: AutoCAD Design Technician
Employment: Regular Full Time
FLSA Status: Non-Exempt - Hourly
Reports to: Owner
Work Location: NW Crossing Office

JOB DESCRIPTION SUMMARY

The design technician will assist the Owner by creating detailed interior architectural drawings utilizing computer aided design (AutoCAD) for residential, hospitality, commercial, and industrial buildings. This individual will interface with the Owner as well as other staff members at Kirsti Wolfe Designs (KWD). Key to role: the ability to listen, translate and implement the Owner's ideas and concepts into drafting designs with efficiency and accuracy. Future growth opportunity in design through demonstration of core competencies coupled with contributions to the growth and expansion of KWD's client base.

ESSENTIAL JOB DUTIES AND FUNCTIONS

- Actively supports the vision and values of KWD, demonstrating commitment to continuous improvement, teamwork, respect, open communication, trust and accountability.
- Complete daily AutoCAD and 3-D renderings per request by Owner.
- Participate in site inspections and field measurements as requested or needed.
- Supports Owner in the development and coordination of project timelines.
- Proactively anticipates the week's priorities from the perspectives of the Owner, clients and vendors.
- Delivers completed drawings in a timely manner.
- Follows KWD's processes and procedures to ensure all clients and vendors are treated to the highest levels of customer services.
- Generates communications to KWD team once a week, keeping all informed of progress and completion of plans.
- Performs other special projects as requested by Owner.
- May work remotely as well as in studio as projects schedules and direction from Owner are continuously defined.

COMPETENCIES

- Attention to detail and accuracy
- Prioritize and complete tasks efficiently
- Resourceful
- Adaptable and flexible
- Positive, up-beat attitude
- Demonstrates excellent written and verbal skills

EDUCATION AND QUALIFICATIONS

- Proficiency with MS Office products, AutoCAD, Sketch Up and Dropbox
- Bachelor's Degree preferred

- Three to five years of industry experience

WORKING CONDITIONS AND ENVIROMENT / PHYSICAL DEMANDS

- Must be able to frequently perform simple grasping, fine manipulation, and repetitive hand and arm movements
- Must be able to bend, squat, crawl, kneel, push, pull, and walk on uneven surfaces on a regular basis
- Requires the ability to handle the stress of short deadlines.
- Requires being out of the office in hot and cold weather and in heavy local traffic conditions
- Must be able to climb stairs both inside and outside and frequently lift 40 lbs. or less.