

**Orren Pickell Design Group, LLC  
Job Description  
ARCHITECTURAL DRAFTSPERSON**

**Job Title:** Architectural Draftsperson  
**Division:** Orren Pickell Design Group, LLC  
**Reports To:** Design Group President  
**FLSA Status:** Exempt  
**Prepared By:** Thomas Pins  
**Prepared Date:** March 4, 2019  
**Approved By:**  
**Approved Date:**

**SUMMARY OF POSITION**

An Architectural Draftsperson for Design Group is responsible for drafting of the plans as outlined below. The position requires extensive knowledge of computer drafting that is associated with team effort focused on drawing architectural documents for residential new construction and remodeling. The work demands thoroughness, attention to detail and the ability to follow through. The draftsman should be able to work with minimal supervision or direction and be able to solve problems.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Creates highly detailed drawings both by hand and by using computer-aided design (CAD) applications.
- Researches ideas for designs and innovation.
- Prepares computations of moderate complexity, prepares specifications and makes adjustments and/or modifications to drawings as necessary.
- Responsible for due diligence of building codes and government requirements for the designs.
- Maintains client files.
- Work with design and engineer professionals to provide all required documents for building permits, zoning, and construction.
- Assists clients with architectural selections.
- Prepares field measurements as needed.
- Utilizes Microsoft Word, Excel and PowerPoint to type letters, memos, reports and other presentation materials.
- Performs related duties as assigned or needed.
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**QUALIFICATIONS**

An Associate Architect must be able to work independently and have the drive to serve the department well and in a timely fashion. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Excellent written and oral communication skills.
- Advanced knowledge of CAD software
- Able to plan, organize and supervise multiple projects.
- Able to make independent decisions and work independently.
- Exceptional 'people skills' with ability to present ideas and negotiate.
- Familiar with Microsoft Word, Excel and PowerPoint
- Detailed oriented.
- Able to maintain harmonious working relationship with other employees, subcontractors and clients.

And must demonstrate our company core values:

#### Integrity

- Do what you say, when you say it
- Encompasses our team, designs and the homes we build
- Do what is right, not what is easy

#### Pride

- Be proud of what you do
- Be proud of how you do it
- Be proud of those you do it with

#### Team

- Work alongside people with great hearts and minds
- Build with people who love what they do
- Create with people that have the desire to be the best at what we do

#### Commitment

- Exceed everyone's expectations
- The jobs worth doing, it's worth doing well
- Always take it to 100%

#### Quality

- Corners are not there to be bent or cut
- It goes beyond material
- We build a home, not a house

### **EDUCATION and/or EXPERIENCE**

Requires Completion of AutoCAD training and two (2) years experience.

Construction experience is desirable.

### **LANGUAGE SKILLS**

Strong knowledge of English (spelling, punctuation, grammar, format and tone) and of office practices and procedures.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Licensed architect in Illinois or ability to obtain license within one year.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to type, and talk or hear. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

Office and showroom environment. When attending site meetings, protective clothing and shoes are required.

**COMPENSATION**

Commensurate with experience.

