



JUNIOR DESIGNER/DRAFTSPERSON

The Junior Designer/Draftsperson assists in creating designs for new construction projects, renovations and redevelopments. Using moderate knowledge and drawing skills they design spaces that are functional, safe, sustainable and aesthetically pleasing.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Interprets plans, diagrams, blueprints, sketches, specifications, and project working drawings.
- Prepares detailed design drawings; installation drawings using Revit (CAD) software; uses a Plotter to print designs.
- Ensures compliance with building codes, KLC design process and standards.
- Accurately measures building size; uses tape measure to determine scale.
- Creates accurate As-built drawings
- Revises and updates drawings with Design Manager to ensure consistent documentation of projects.
- Maintains up-to-date knowledge of building code, township bylaws, and conservation regulations within the KLC service area.
- Assists in the preparation of quantity take-off estimates for engineered roof & floor systems and verifies all components for accuracy.
- Assists in the assessment of buildings for repurposing and renovation.
- Prepares and presents design proposals to the Design Manager and Sales/Design Team.
- Verifies contract requirements; purchase orders; purchase of windows and doors.
- Reports accurate billable hours by project

COMPETENCIES

- Maintains a high attention to detail in completion of all tasks.
- Ability to read and interpret budgets.
- Maintains effective team relationships through strong interpersonal skills. Ability to work to schedule completing tasks on time and within budget.
- Ability to communicate effectively both verbally and in writing with clients, suppliers, and KLC team members in a professional manner.
- Ability to act with honesty, integrity, credibility, self-confidence, and independence.
- Ability to generate layout drawings from sketches and specifications.
- Able to efficiently schedule and manage time; deal with ambiguity.

REQUIRED QUALIFICATIONS & EXPERIENCE

- Knowledge of the Ontario Building Code & appropriate standards
- Knowledgeable of standard drafting practices and procedures
- Moderate computer skills (Outlook, MS Word, Excel, Text, Email, tablet PCs)
- Moderate knowledge of Computer Assist Design (CAD) programs (Revit), UDA.
- Must have valid G-License with a clean driving record.
- Architectural Technology Diploma

Applicants are invited to submit a detailed cover letter and resume to emily@kawarthalakesconstruction.com. Please don't skip the cover letter! We want to hear why you are interested in this position and in Kawartha Lakes Construction, and why you feel you would be a great addition to our Design-Build team.