**Intermediate Designer/Draftsperson**

The Intermediate Designer/Draftsperson creates designs for new construction projects, renovations and redevelopments. Using competent knowledge and high-level 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 work with moderate supervision, efficiently schedule and manage time; deal with ambiguity.

**Required Qualifications & Experience**

* Moderate knowledge of the Ontario Building Code & appropriate standards
* Strong knowledgeable of standard drafting practices and procedures
* Moderate computer skills (Outlook, MS Word, Excel, Text, Email, tablet PCs)
* Strong knowledge of Computer Assist Design (CAD) programs (Revit), UDA.
* Must have valid G-License with a clean driving record.
* Architectural Technology Diploma.
* Minimum of 6,000 hours of experience.

**Demands Analysis**

**Mental**

* Works in a fast-paced environment, under pressure and to tight deadlines to complete projects; requires concentration for long periods of time.

**Relationships**

* Spends majority of time interacting with design-team members. Maintains regular contact with the Design Manager.

**Physical**

* Frequently required to use hands and fingers to handle, reach and manipulate computers, and drafting technology. Frequently required to sit or stand for extended periods of time.

**Environmental**

* Spends majority (80%) of time within an office completing tasks. (20%) of time in the field, travelling to client sites.

**Equipment**

* Uses office and drafting tools to complete job tasks
* Must have safety boots.
* Must have appropriate clothing for weather conditions.

**Performance Indicators**

* $1.5M to $2.0M of Volume in design
* Timelines - Keeping to Design Timeline per Project as set out in the Design Schedule
* Leadership is measured from the 360 Peer Review by the Design Manager from an aggregating score from office and field team
* Client Satisfaction measured from Post Design Survey and Final Survey from Guild Quality