



JOB DESCRIPTION

STRUCTURAL DRAFTING TECHNICIAN III

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The success of us as a team and as a company depends on the success of each of our team members. We realize that not all of what we can do as team members can be written in a job description, but this job description helps us describe the responsibilities and the expectations to make sure we are all aligned with the goals of the company.

Our Vision is:

- To be a well-known employee-owned structural engineering firm with branches in the U.S.

Our Mission is:

- Provide innovative, cost-effective engineering solutions with excellence in quality of service and client satisfaction.

Educational Requirements:

- High School Diploma. A higher degree such as an Associate's Degree in Engineering or a related field is desirable.

Certification Requirements:

- A valid California Driver's license.

Work Experience Requirements:

- A minimum of 3 years of structural drafting experience in **wood**, masonry, steel, and concrete structures.

Non-Technical Skills Requirements:

- Ability to use office wide drafting standards and software settings to be used as "Best Practices" approach to accomplish the work.
- Interest to be at the forefront of technology for growth and efficiency.
- Ability to foresee issues and prevent them from becoming problems.
- Have good communication skills.
- A result-oriented individual.
- Is a team player.
- Is willing to work a flexible work schedule.

Technical Skills Requirements:

- Be able to read and understand construction documents and specifications.
- Have knowledge of building construction methods, techniques and sequences as related to structural engineering for wood, masonry, concrete, and steel.
- Have organized skills to manage a large amount of data including files/folders and project files including a library of details for quick and easy access.
- Be able to follow sketches, draw and implement structural plans and details independently.
- Be able to prepare a set of construction documents/drawings in AutoCAD and Revit by laying out the sheets and populating as many of the sheets as possible with little or no input from the engineer.
- Have clear and legible handwriting.

Computer Software:

The position requires to have experience or quickly gain experience working with the following software:

- AutoCAD and Revit
- RAM Structural System
- RAM Element
- RAM Concept
- RAM Connection
- ETABS
- SAFE
- RISA-3D AND RISA-2D
- ENERCALC
- CMD07
- Microsoft Word, Excel, and Power Point
- TEDDs
- SketchUp
- Others as applicable

Duties:

- Report to the Drafting Department Manager.
- Perform drafting work as requested in accordance with established industry and office standards.
- Plan the assigned work; ask questions to make sure there is complete understanding of the work expected to be completed.
- Eliminate the barriers between the team members.
- Pro-actively identify issues and constraints within the assigned work and offer solutions to resolve them to minimize the impact to the project, the clients, and the company.
- Assist the Drafting Department Manager as requested.
- Achieve the percentage (%) of billable hours established.
- Before returning the work back to the Manager, double check the work performed to ensure the highest quality of work is delivered on time, complete and within the budgeted time.
- Follow and maintain office standards for file organization, recordkeeping, and archiving.
- Actively assist in maintaining and improving the drafting library as assigned by the Drafting Department Manager.
- Other duties as assigned.