

**Structural AutoCAD Drafter
Design / Build Remodeling Division
Portland Offices
Job Description
June 2017**

This position is intended to be a Structural AutoCAD Drafter position, for someone with an emphasis on structural and building code skills.

This person reports directly to the Sales Manager and the Human Resources Manager and works with various Design Consultants on a project by project basis. This person is responsible for working in compliance with Neil Kelly Company established standards for paperwork and processes.

This is a full time, 40 hour a week position, with varying work hours depending upon the schedule of the Designer/Consultant and of specific projects. Work hours will generally be Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. Occasional Saturday and overtime work may be required. The Structural AutoCAD Drafter works with the Designer Salespeople to buy into goals and offer support.

Primary Responsibilities

The primary functions of this position include, but are not limited to:

1. Drafting layouts, elevations, and construction details for residential and light commercial projects by mainly computer-aided systems and some hand rendering. This will often include on-site measuring and site inspections;
2. Assisting in applying for building permits. This may include meeting with plans examiners and other building officials, delivery and pick-up of documents, and completing forms. Related to this, the Structural Specialist may also be asked to meet building inspectors on the job site during inspections;
3. Work with Designer Consultant, Project Manager, Architect, and/or Engineer as necessary to create permit ready plans that meet current building code and zoning code requirements. This may include phone, email, and/or fax interactions to attain a mutually satisfying design solution;
4. Working with the Designer Consultant to assemble the complete job package including the writing of specifications, trade contractor bid procurement, project estimating and preparing contracts and necessary paperwork;
5. Participating in training programs offered by the company to include use of pricebooks for general work and cabinet estimating, computer training as

required to perform the work assigned, design training, product training, and other classes as required by the management team. The Structural Specialist will be encouraged to attend code related information sessions as they are available;

6. Acting as a resource person for Design Consultants, Design Associates, and Project Managers. This may include calculating structural elements and answering code questions as this person's experience level allows;
7. Providing occasional formal or informal information sessions related to code issue for other Neil Kelly employees;
8. Coordinating jobsite visits for clarification with trade contractors and project managers;
9. Working with the Project Manager and Tradecontractors on structural issues and code questions;
10. Not all duties are specified; other duties will be assigned as time permits and as they arise.

General Requirements

It is expected that the Structural AutoCAD Drafter will work approximately 40 hours per week with a portion of that time being billed directly to projects, and a portion of the time billed to company overhead. The Structural AutoCAD Drafter will work overtime occasionally at the discretion of the supervisor.

The Structural AutoCAD Drafter will be expected to lift light materials. This position requires the capacity to negotiate a variety of site conditions, uneven ground, climbing stairs and occasionally climbing ladders. Regular travel between offices and to job sites is also required. S/he will be expected to provide a valid driver's license. This person is expected to provide his or her own transportation to and from the office and during the workday in order to perform the required duties of this position.

As an extension of our commitment to the community, the Neil Kelly Management Team has chosen to participate in an international environmental and economic sustainability movement through the framework of The Natural Step. Neil Kelly Company is a certified B Corp and is registered as such with the State of Oregon. It is expected that company employees will use this adopted philosophy as a guideline for making regular business decisions and participate in related activities as directed by management. The Structural AutoCAD Drafter is expected to abide by the company safety policy, including supporting the Neil Kelly Drug-Free Workplace Policy.

The ability to work as a member of a team is a requirement of this position. Each company employee is assigned to a team, which meets at least once a month to discuss company business. The Structural AutoCAD Drafter will be expected to be a full participant on his or her team.

This position requires a combination of education and/or experience in housing construction, architectural design, interior design, and architectural drafting. This position requires the ability to speak, read, write, and understand English.