



JOB TITLE: Drafting Manager

GENERAL DESCRIPTION

The Drafting Manager is responsible for the overall management of the Drafting staff at their location and on a project basis through execution of their work in a quality, timely, and efficient manner. The Drafting Manager reports to the Vice President of Drafting and Engineering.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Leading a team of drafters to, on a project basis, interface with customers, sales, operations, engineering, and project management to create construction documents using CAD/Revit software. Drawing details include all views and dimensions necessary for clear and accurate presentation, fabrication and erection of precast panels and architectural systems and structures
- Recruiting, staffing and developing drafting team members.
- Assessing individual performance, providing performance feedback and determining appropriate compensation/rewards
- Planning and assigning work to the drafting team to meet project schedule and cost deadlines
- Coordinating with companywide Drafting Managers to enforce quality assurance, effective resource allocation, and continuous improvement
- Work with Technology Integration team to ensure training and performance coincide with efficient, effective drafting practice
- Aiding in establishment and maintenance of standards and procedures for generating models, drawings, and associated documents
- Coordinating drafting needs with sales, engineering and project managers to effectively deploy drafting resources. Work with all departments on continuous improvement initiatives to ensure high customer satisfaction and achieving desired quality, timeliness and cost objectives.
- Overseeing drafting hours while ensuring productivity and promoting a healthy and positive work environment
- Complete special projects and perform other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

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| <ul style="list-style-type: none"> – Must have interpersonal communication skills to interact with co-workers, customers, contractors, and design teams. – Ability to train and coach other employees. – Must be able to solve problems quickly and efficiently. – Proficient with Microsoft Office as well as D&E software. | <ul style="list-style-type: none"> – Must be able to lead a team with respect and dignity. – Must be motivated and self-driven to complete a task. – Ability to travel with some overnights. |
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EDUCATION REQUIREMENTS

- Bachelor's degree in Engineering or Drafting degree with 5+ of drafting experience.
- 3+ years of precast experience or related construction experience.

WORKING CONDITIONS

- Moderate to high risk of exposure to unusual elements due to construction site varying conditions.
- Moderate to high risk of safety precautions due to construction site varying conditions.
- General Office Environment with a low to moderate exposure to production environment.

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job related duties as may be reasonably assigned by his/her supervisor.

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