**JOB DESCRIPTION**

| Title | COMPUTER-AIDED DESIGN (CAD) DETAILER | | |
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| Reports To | [INSERT TITLE] | | |

**Job Purpose**

The CAD Detailer is responsible for developing blueprints and technical drawings based on the clients' instructions and standards. This position is responsible for ensuring that the plans adhere to industry standards and safety rules.

The CAD Detailer also clearly explains technical elements to the team and the client. In this industry, they will frequently collaborate with other construction experts such as architects, building engineers, and general contractors.

**Duties and Responsibilities**

Responsibilities include, but are not limited to:

* Interpret project requirements and meet with clients, engineers, and architects to ensure that all blueprints and technical drawings meet standards.
* Make preliminary sketches and prepare precise drawings, plans, and blueprints with CAD software.
* Visit sites to acquire information and identify design constraints and feasibility.
* Update software, drawings, and other documents.
* Maintain a professional demeanour when receiving criticism and incorporate any changes to drafts as soon as possible.
* Ensure that drawings adhere to building codes and engineering standards.
* Inform engineers and architects about potential design concerns.
* Conduct research as needed.
* Keep up-to-date on changes with building codes, etc.
* Additional related duties as needed.

**Key Qualifications and Competencies**

* A bachelor's degree in drafting, civil engineering, or a similar discipline is required.
* Proven work experience in the Engineering department as a CAD Operator, Drafter, Draftsperson, or a similar capacity.
* Knowledge of CAD drawing software and tools.
* Professional drafting qualifications.
* Outstanding drawing, technical, and mechanical abilities.
* Excellent communication skills and attention to detail are required.
* Excellent work ethic and the capacity to absorb critiques.
* Mindset focused on deadlines.
* Excellent mathematical abilities and attention to detail.
* Capability to work independently as well as cooperatively.
* Excellent analytical and problem-solving abilities.
* Excellent time management and organizational abilities.
* Research-driven and motivated.
* Ability to work under pressure and meet stringent deadlines.
* Ability to give outstanding customer service.

**Working Conditions**

* This position is set in an office environment
* The standard workweek for this position is [insert #] hours. The standard business hours for this position is [insert core hours]. Overtime and hours worked outside of the standard work schedule may be required.
* Travel may be required.