



Architecture, Engineering, and Land Surveying Northeast, PLLC

ARCHITECTURAL TECHNICIAN
JOB DESCRIPTION

Job Title: Architectural Technician

Job Description: The duties of this position include, but are not limited to the following:

- a. Continuously learn and fully operate the offices' latest version of CAD software available, currently AutoCAD, Revit, and other assigned graphics software
- b. Accurately CAD draft all schematic designs, design development and construction documents in accordance with supervisor's directions and office standards
- c. Learn and follow CAD standards, CAD manual and other assigned office standards
- d. Learn and follow office standard drawing practices, procedures, graphics, etc.
- e. Attend AutoCAD user group(AUG) meetings; and contribute to improvement and efficiency of drawing production and CAD standards
- f. Build and maintain library of details as directed
- g. Prepare MS Excel files for use in CAD drawings as schedules
- h. Assist in updating/maintaining CAD manual
- i. Field measure and photograph existing buildings and accurately draft existing conditions floor plans, building elevations, building sections, etc.
- j. Use applicable industry references such Building Code, ADA, ANSI, and other industry standards when drafting/drawing
- k. Research construction products and materials, as directed
- l. Review submittals to determine if they meet the specifications and review with Project Manager
- m. Perform peer reviews of other staff drawings and provide feedback/mark-ups
- n. Use technical and design knowledge to independently design smaller projects with help from supervisor
- o. Assist in quantity take-offs and preparation of project cost estimates
- p. Assist in preparing product specifications
- q. Other normal office type duties as assigned by your supervisor