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14425 James Road | Rogers, MN 55374 | Phone: 877-294-9314 | [www.bellproarch.com](http://www.bellproarch.com)

## **Lead Drafter**

### **Summary**

The Lead Drafter prepares clear, complete, and accurate drawings from rough or detailed prints and/or specifications to submit for customer approval or for fabrication of product, while providing direction and overseeing the day-to-day activities of the drafting team.

### **Essential Functions**

1. Utilize AutoCAD to produce accurate assembly and fabrication drawings
2. Utilize AutoCAD to produce accurate submittal drawings for customer review
3. Analyze project documents and develop detailed drawings required to accurately convey scope of work
4. Review work from other drafters to ensure its accuracy
5. Perform dimensioning and scaling from customer specification and design drawings
6. Assist project managers with updating drawings, creating sketches, creating RFI's, developing details for unique job conditions, and revise project documents
7. Complete projects on time and accurately
8. Conducts weekly Level 10 departmental meetings
9. Provide technical and customer assistance
10. Provides leadership in the overall performance management of the team, including setting clear expectations and objectives, providing coaching, acting as a resource for the team, and measuring results

### **Competencies**

1. Organizational and time management Skills
2. Excellent follow up skills
3. Detail oriented
4. Ability to multi-task
5. Flexibility

### **Supervisory Responsibility**

This position supervises the drafting department personnel

### **Work Environment**

Drafters spend most of their time working on computers utilizing specialized software in an office setting.



**Physical Demands**

Drafters sit in front of computer terminals for long periods of time. They often repeat the same movements with hands by using keyboard. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

**Position Type**

This is a fulltime position /salaried

Monday – Thursday 6:30am – 4:00pm, Friday 6:30-10:30am

**Education and Experience Requirements**

3+ Years’ experience drafting in AutoCAD

Must possess working knowledge in AutoCAD, Microsoft Office products (emphasis in Excel).

Solidworks experience a plus

Previous experience in architectural metal fabrication preferred

Must be able to read, analyze and interpret blueprints relative to the scope of work specified for each project

Experience in Management

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by all levels of management.

Manager \_\_\_\_\_

Human Resources \_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_