

JPS

CONSTRUCTION and DESIGN

88 Valley Rd.
Middletown, RI 02842

Rhode Island & Massachusetts
Licensed and Insured
Lead-Safe Certified

» **Contact Us:** 401-619-1260
JPSconstdesign@gmail.com

Name: _____ Date of Hire: _____ Starting Wage: _____

DESIGNER/DRAFTER

Supervisor: Vice President

FLSA Status: Non-Exempt

Department: Design

Division:

Pay Grade(s): Tiers 1-3

Job Description:

Designs and drafts construction documents for various projects.

Duties and Responsibilities:

- Design/Drafting:
 - Measure and document existing conditions and construction as-built.
 - Prepare estimates for design jobs according to company procedure. Estimates include detailed description sufficient for design contract.
 - Draft drawings necessary to secure building permits as needed for construction jobs.
 - Design custom cabinetry, kitchens, bathrooms, decks, additions, and general renovations.
 - Prepare construction documents for design work.
 - Specify products including, but not limited to, siding and roofing, interior and exterior trim, windows, and flooring.
- Marketing
 - Photograph existing conditions, construction progress, and final construction.
 - Update company website.
 - Design and update marketing materials.
- General:
 - Adhere to all company policies and safety procedures.
 - Perform other tasks as assigned.

Education and Experience:

Associate or Bachelor's Degree in field related to architecture, engineering, or construction and one to three years of experience working in AutoCAD at an architecture, engineering, or construction firm OR equivalent combination of education and experience. Experience working on construction sites is desirable.

Skills:

- Mastery of AutoCAD
- Proficiency with 3D modeling programs
- Ability to create, read, and interpret construction documents
- Ability to read and interpret building codes, zoning codes, and historic guidelines
- Familiarity with relevant materials, methods, and codes
- Organization
- Attention to detail
- Ability to communicate professionally in oral and written forms

- Proficiency with Adobe software including Acrobat, Photoshop, InDesign, Illustrator, and Dreamweaver
- Proficiency with Apple products and software including Mac OS, Numbers, and Pages

JPS is an equal opportunity employer. Read our EEO statement in your employee handbook.

Employee Signature _____

Date _____

Owner Signature _____

Date _____