

HOOVER DAM LODGE

HOTEL & CASINO

JOB DESCRIPTION

Architectural Draftsman

Job Description

Responsible for preparing technical drawings to be used in construction plans for various industries.

Job Responsibilities

- Work with architect to ensure that construction project is in accordance with design specifications.
- Analyze building specifications, codes, space to create architectural design.
- Visit construction sites to collect measurements and dimensions as needed.
- Prepare detailed architectural drawings for commercial construction projects
- Create architectural drawings based on building specifications, calculations and sketches.
- Create visual guidelines for construction purposes.
- Draft technical details.
- Specify dimensions, materials, and procedures.
- Use Computer Aided Design and Drafting systems to prepare drawings.
- Create and store drawings electronically.
- Prepare variations of design.
- Explain concepts to construction workers.
- Prepare drawings showing the detail and method of assembly of machinery and mechanical devices.

Qualifications

- 3 years of architectural drafting experience
- Possess excellent communication, organizational and analytical skills
- Attention to detail, prioritization and ability to work well under pressure
- Ability to provide instructions written and orally
- Required: AutoCAD and basic computer skills with outlook, word, excel

Occupational Standards

- Proficient in PC skills, i.e.: Microsoft Office
- Ability to stand long periods
- Ability to bend and lift up to 36 lbs.

Please send resumes to Heather Jolly at hjolly@dottys.com

The above information on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to this job.