

**DESIGN DRAFTER**

<b>Division/Department</b>	Design Department
<b>Location</b>	Denver, Colorado
<b>Job Title</b>	Design Drafter
<b>Reports to</b>	Design Group Manager

**GENERAL DESCRIPTION**

Interpret information conveyed verbally, written, in calculations, or from contract drawings, and translate this into working drawings for Company use in an accurate, concise, well presented and timely manner.

**RESPONSIBILITIES**

- Prepare detailed information for good communication through accurate detailing
- Research and interpret information required to prepare information
- Comprehension and follow-up of supervisors instructions with minimum supervision
- Display ability to follow, track, and meet a given schedule
- Display awareness and adherence to project standards and departmental standards and procedures
- Maintain an attitude of cooperation and flexibility within the design team
- Practice good work ethics with a conscientious attitude towards being punctual and productive
- Pursue professional development whenever possible
- Represent the Company in a professional manner

**PERFORMANCE REQUIREMENTS**

- Carry out assigned tasks with a professional demeanor reflected in excellent written and oral communication skills, listening skills, patience, analytical reasoning and problem solving abilities
- Display calm and a customer oriented attitude in fast-paced and sometimes stressful conditions and represent the Company in a professional manner
- Ability to meet timelines, milestones, deliverables and provide timely status updates as identified
- Communicate technical information verbally and in writing to technical and non-technical users