Company Description

Nelson Architects is an award-winning, full-service architectural firm with a reputation for delivering innovative and well-planned designs across multiple industries including healthcare, commercial, education, multi-family housing, and senior living.

Company Vision / Purpose Statement

Our purpose is to cultivate a team rooted in integrity, respect, and excellence—empowered to innovate boldly, lead with purpose, and deliver extraordinary results. By nurturing growth and inspiring potential, we aim to exceed expectations and create a ripple effect of lasting value for our clients, partners, and the communities we proudly serve.

Job Description: Production Drafting Technician

Position Title: Production Drafting Technician
Starting Salary: Competitive salary range based on experience. May include a 90-day evaluation raise.
Benefits: 4-day work week, flexible hours, Thursday donuts, monthly staff lunches, health insurance & 401k matching
Office Location: Great Falls, Montana
Reports To: Project Manager/Architect

Position Summary

The **Production Drafting Technician** plays a key role in supporting the architectural design and construction documentation process. This individual collaborates closely with architects, designers, and project managers to produce detailed, accurate, and high-quality technical drawings and documentation. The ideal candidate has strong attention to detail, proficiency with Revit Building Information Modeling (BIM) software, and the ability to work in a fast-paced, team-oriented environment.

Buckets of Responsibility

- **Drafting and Documentation**:

  o Prepare detailed architectural drawings, plans, sections, elevations, and other technical documentation using Autodesk Revit.

  o Ensure drawings adhere to company standards, building codes, and client requirements.

- **Collaboration**:

  o Work closely with project managers, architects, and designers to understand project scope and objectives.

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- Coordinate with consultants and engineers (e.g., structural, mechanical, electrical) to incorporate their information into architectural drawings.
- **Quality Control:**
  - Review and cross-check drawings for accuracy, completeness, and compliance with applicable codes and regulations.
  - Maintain consistent drawing standards across all projects.
  - Makes jobsite visits to observe construction in progress and relation to drawing details in the Construction Document set.
- **Project Support**:
  - Assist with the preparation of construction documents and construction bid packages.
  - Update and revise drawings based on feedback from team members, consultants, and clients.
- **Standards and Processes**:
  - Maintain organized project files and document archives.
  - Contribute to the development and improvement of office drafting standards and workflows.

Requirements

- **Technical Skills**:
  - Proficiency in Autodesk Revit, Microsoft Word, Bluebeam and/or Adobe Acrobat.
  - Knowledge of construction standards, and architectural detailing.
  - Familiarity with project delivery processes and construction documentation.
- **Soft Skills**:
  - Strong communication skills, both written and verbal.
  - Excellent organizational skills and attention to detail.
  - Ability to manage multiple tasks and deadlines in a collaborative environment.

Desired Attributes

- **Education**:
  - Associate's or bachelor's degree in architectural drafting, architectural technology, or related field preferred.
- **Experience**:
  - 2+ years of experience in architectural drafting, preferably in an architectural or design firm.
  - Knowledge of building codes.

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- o   Mind reading experience would be outstanding!

- o   Very low golf handicap also preferred.

- Due to the nature of the role, we are seeking candidates who are U.S.-based and authorized to work in the country.

Key Performance Indicators (KPIs)

- **Quality and Accuracy**

  - o   Error Rate in Drawings: Percentage of drawings submitted with errors or requiring significant revisions due to inaccuracies.

  - o   QA/QC Compliance: Adherence to internal quality assurance and quality control protocols.

- **Productivity**

  - o   Drawing Output: Number of drawing sheets or technical documents completed per week or month.

  - o   Turnaround Time: Average time taken to complete assigned drafting tasks or revisions.

  - o   Project Deadlines: Percentage of tasks completed on or ahead of schedule.

- **Collaboration and Communication**

  - o   Coordination Effectiveness: Feedback from project managers, architects, and consultants regarding the quality of coordination and incorporation of external inputs into drawings.

  - o   Meeting Participation: Number of productive contributions made during team meetings or project reviews.

  - o   Response Time: Time taken to respond to project inquiries or feedback.

- **Standards and Consistency**

  - o   Adherence to Standards: Percentage of drawings conforming to company Revit standards and templates.

  - o   File Organization: Maintenance of project files and adherence to proper naming conventions and file management systems.

  - o   Template Usage: Consistent use of office-standard templates.

- **Technical Proficiency**

  - o   Software Efficiency: Proficiency and speed in using drafting tools (e.g., Autodesk Revit), measured through periodic assessments or project outcomes.

  - o   Learning and Development: Number of new skills or certifications acquired related to drafting and design technology.

  - o   Innovation: Suggestions or implementation of improved workflows, templates, or processes.

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- **Client and Team Satisfaction**

  o Feedback Scores: Positive feedback from internal stakeholders (project managers, architects) and external consultants or clients.

  o Revision Cycles: Number of revision cycles needed to achieve final approval of drawings.

  o Collaboration Rating: Evaluations from peers and managers on teamwork and communication effectiveness.

- **Efficiency in Resource Use**

  o Rework Rate: Hours spent on rework or corrections as a percentage of total project hours.

  o Software Utilization: Frequency and effectiveness of leveraging advanced software features to improve productivity.

- **Bonus KPIs for Growth-Oriented Roles**

  o Knowledge Sharing: Participation in training junior staff or contributing to drafting best practices.

  o Process Improvements: Number of implemented suggestions or refinements to office drafting standards.

Work Environment

- Primarily office-based with potential site visits for project coordination and verification.

- Typical work hours are Monday-Thursday, 10 hours per day with occasional overtime required to meet deadlines.

Key Attributes for Success

- A team player who thrives in a collaborative and creative environment.

- A proactive mindset with a commitment to delivering high-quality work.

- Eagerness to learn and adapt to new technologies and workflows in architectural design.

Note: This role is critical to the evolution of Nelson Architects. As such, job role duties will grow and evolve with the business.

To Apply

Please send resume to **Info@NelsonArchitects.com**

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