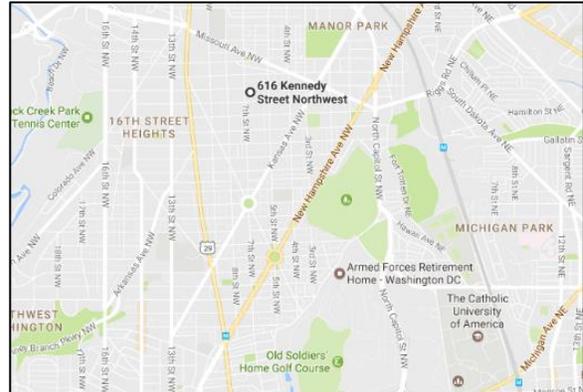




## Architectural Drafter Intern – excellent hands-on learning opportunity

Come intern as an Architectural Drafter Intern at an exciting time of growth for a small business company where learning comes in the form of hands-on experience, cultural diversity, close team working relationship and direct client interface.



### The Company:

LOFFT Construction is a company in the remodeling industry with over 15 years of operations in the DC, MD, VA geographies. Specialized in residential projects that range from small space repurposing to full house remodeling, the creative possibilities are numerous.

We are restructuring to tackle the challenges for the next 15 years and require an in-house Drafter, among other positions.

### The Position:

We are looking for a part time Drafter who can bring creativity in the drawing process of sketching our clients' dreams, who can utilize technological tools to accurately quantify the cost of achieving them, and who can hold and nurture relationships with authorities in order to gain efficiency in the process to materialize these dreams.

- Expense reimbursement for costs associated to permit commuting and site visits
- \$13.00 per hour
- Proximity to CUA allows for flexibility to work and attend classes

### The Location:

The office is located 2.5 miles NW of CUA and is where the drafting work will be produced. Commuting to relevant authorities for permitting-related tasks as well as visits to job sites will be required. Job sites are concentrated in DC but locations in MD must be expected.

### Why Should You Apply?

LOFFT is entering a new and challenging stage in the company's life cycle that will allow you to understand and be a part of this transition within a controlled environment.

- Client interface experience from day 1
- You will be responsible for the deliverable quality and timely turnaround
- Fun and exciting industry with high growth potential
- Real opportunity to stay at the company Full Time

### Interested?

Send us your resume and availability to [info@lofftconstruction.com](mailto:info@lofftconstruction.com). We will get back to you as soon as we receive your email and will set up an interview if deemed so. Let's get started!

<b>Job title</b>	<i>Architectural Drafter Intern</i>
<b>Reports to</b>	<i>Project Manager</i>

**Job purpose**

Our company is seeking an Architectural Drafter Intern to aid in the drawing generation and quantification for project costing, permit processing submittal and follow up, plan review and construction monitoring.

We are looking for an individual who is efficient, is comfortable being a member of a team yet can individually take on initiatives to improve processes and helping achieve efficiency. The ability to work on multiple projects task, while maintaining complex schedules and assuring timely delivery for client satisfaction, is essential in this position.

The ideal candidate for this job is resourceful, knowledgeable in architectural drawing software, techniques and concepts. Assuring organization of workload to secure accurate drawing delivery in a timely manner is key to success in this position.

**Duties and responsibilities**

- Obtain and assemble data to complete architectural designs, visiting job sites to compile measurements as necessary
- Draw rough and detailed scale plans for foundations, buildings and structures, based on preliminary concepts, sketches, engineering calculations, specification sheets and other data
- Lay out and plan interior room arrangements for projects, using computer-assisted drafting (CAD) equipment and software
- Represent architect on construction site, ensuring builder compliance with design specifications and advising on design corrections
- Check dimensions of materials to be used and assign numbers to lists of materials
- Determine procedures and instructions to be followed, according to design specifications and quantity of required materials.
- Analyze technical implications of architect's design concept, calculating weights, volumes, and stress factors
- Create freehand drawings and lettering to accompany drawings
- Reproduce drawings on copy machines or trace copies of plans and drawings, if needed
- Prepare accurate cost estimates, contracts, bidding documents and technical reports for specific projects
- Make required calculations to determine required equipment specifications
- Build landscape, architectural and display models, if necessary
- Analyze building codes, by-laws, space and site requirements, and other technical documents and reports to determine their effect on architectural designs
- Operate computer-aided drafting equipment or conventional drafting station to produce designs, working drawings, charts, forms and records
- Coordinate structural, electrical and mechanical designs and determine a method of presentation in order to graphically represent building plans
- Generate and nurture working relationship with local authorities
- Request permits and other documents to authorities for projects

## Qualifications

Qualifications include:

- Architectural under graduate studies required. Ideally in last year of studies
- Proficiency in MS Office
- Proficiency in CAD is a must
- Other related software knowledge is a plus
- Flexibility to participate in learning processes related to the industry and job specifics
- Ability to analyze and revise operating practices to improve efficiency
- Detail oriented
- Exceptional communication and interpersonal skills
- Superior organization skills and dedication to completing projects in a timely manner
- Ideally fluent in English and Spanish language
- Explain concepts to construction team

## Working conditions

The job will take place in an office environment as well as at job sites and related authorities' offices during regular office hours.

## Physical requirements

The job demands physical efforts as required in an office and job site environments.

## Direct reports

This position does not have any direct reports.

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<b>Approved by:</b>	<i>Alex Sanguinetti</i>
<b>Date approved:</b>	<i>May 12, 2017</i>
<b>Reviewed:</b>	