

Job Description

MFC Service Corp

JOB TITLE: Architectural CAD Drafter/Plans Manager

REPORTS TO: Plans Department Manager

Murray Franklyn is a highly successful home builder and real estate developer celebrating over 50 years of homebuilding in the Puget Sound area. We are seeking a full-time Architectural CAD Drafter with a minimum of 7 years' experience in residential home building. This position requires a strong attention to detail.

Summary of Job Duties

The position of Architectural CAD drafter/Plans Manager resides in the Plans Department with respect to residential architecture. This position is responsible for the timely and accurate execution of architectural drawings and revisions as issued by the Department Manager. Project management skills are required for the success in this position, as well as the ability to interface with engineering, permits, production, and management on all levels, as well as research, develop and design of new plans.

Primary Duties & Responsibilities

- Draft and revise residential home construction plans according to local jurisdictions and I.R.C. code compliance. Complete any redlines from city, county or other jurisdictions in order to receive building permits.
- Manage the status of plans in drafting or revision queues including ones that are outsourced, with senior managers for approvals.
- Provide Plans Department Manager with regular status updates, changes to schedules, and any changes that will impact other aspects of production output.
- Communicate and notify vendors and production staff of changes to plans when they occur. Coordinate new plans with HVAC, electrical, cabinet vendors, etc.
- Work with production teams to move the construction process forward to meet scheduling deadlines.
- Create and design of new products based on current targeted market's trends
- Perform site feasibility for different jurisdictions as required
- Other duties as requested

Qualifications

Min. 7 years residential drafting experience. AutoCAD experience required (Photoshop and/or Sketchup a plus). Proficient in all Microsoft Office Products. Hand sketching design skills a plus.

Single family production/field/framing experience required. Knowledge of residential engineering preferred.

Project management experience; strong communication skills; great attitude, ability to work well with other departments in the company. Works well in fast-paced environment; and maintains quality work.

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This is a full-time non-exempt position. We offer a great benefit package including Medical, Dental, Vision, Life Insurance and 401k with match. We are an Equal Opportunity Employer.