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# Example of Architectural Draftsman Job Description

Our innovative and growing company is looking for an architectural draftsman. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for architectural draftsman

* Follow-up on progress for various projects and tasks to ensure overall objectives and timelines are met
* Adhere to the Quality Management System and its processes to meet FDA 21 CFR 820, ISO 13485, and other applicable regulatory requirements
* Researching initial zoning requirements for properties
* Research and analyze zoning ordinances
* Attend pre-application meetings with various municipalities
* Prepare site plans
* Check to see if projects to bid general contractors via CMAR/CM

## Qualifications for architectural draftsman

* Certification in Autodesk Revit is preferred
* Proficiency with Autodesk Revit is required
* Construction background is preferred
* Occasional travel may be required to other locations, as necessary
* Degree in Architecture, Planning, Communications, Education or related field
* Knowledge or experience in reading and evaluating zoning ordinances, building codes, applying for variances, rezoning permits