

## **STRUCTURAL & ARCHITECTURAL DRAFTSPERSON (PERMANENT FT)**

**Current Employee:** Vacant (New Position)

**Reports to:** Levi Waldner, General Manager

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### **MAIN PURPOSE:**

Parkview Pre-Cast is located near Riding Mountain in South – Central Manitoba, offering service to Central Canada and North – Central United States. Established in 2004 as a Pre-Cast Hog Slat supplier, Parkview Pre-Cast added Prestressed capabilities in 2010. Parkview Pre-Cast Ltd. is a Manitoba Company, wholly owned and operated by Parkview Colony, a Hutterian Community in Manitoba, Canada.

The Structural Draftsperson is responsible for preparing detailed and conceptual drawings and technical plans for structural components used in pre-cast buildings and steel structures. Working under the direction and in coordination with the General Manager and Professional Engineer (P.Eng.), the draftsperson will ensure that designs comply with building codes, industry standards, and client requirements.

### **DUTIES & RESPONSIBILITIES:**

- Prepare accurate and detailed structural drawings, layouts, and plans using CAD and BIM software.
- Interpret structural engineering sketches, notes, and specifications into comprehensive construction documents.
- Collaborate closely with engineers, architects, and project teams to ensure drawing accuracy and design intent.
- Modify existing drawings as required, incorporating engineering changes and field revisions.
- Ensure compliance with applicable building codes, zoning bylaws, and Manitoba or National specific construction standards.
- Maintain drawing and document control procedures and file management systems.
- Keep up-to-date with new drafting technologies, building materials, and Manitoba construction regulations.

### **QUALIFICATIONS & SKILLS:**

- Diploma in Engineering Technology
- Certified Engineering Technologist Designation (C.E.T)

- Valid Class 5 Drivers License
- Five (5) Years Experience with Building Design.
- Firm Comprehension of Manitoba and National Building Codes
- Experience in Project Management (Considered an Asset)
- Experience with software such as, Tekla Structures and Autodesk Revit (Structural BIM), and SketchUp (3D Modelling Program). (Considered an Asset)
- Good Communication & Leadership Skills

#### **WORK CONDITIONS:**

- Hybrid Work – Working four (4) days a week from home, and one (1) day in the Parkview Pre-Cast Office.
- Minimal travel required aside from the weekly worksite visit.
- Must have reliable transportation to attend the site or office once per week.
- Must be able to manage time independently and meet project deadlines with minimal supervision.
- Must maintain consistent communication with team members, clients, and supervisors.
- Occasionally may require extended hours to meet urgent project timelines.
- Primarily desk-based work with long periods of sitting and computer use.

#### **JOB DESCRIPTION ACKNOWLEDGEMENT**

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the businesses without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with management. I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my supervisor. I have discussed any questions I may have had about this job description prior to signing this form.

**Employee Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_