



**Title: Millwork Engineer, Drafter**

**FLSA: Exempt**

**Location: Benicia, CA**

**Summary:** Responsible for taking architectural drawings from the client and creating a conceptual design and shop drawings. Work with the client to suggest design improvements and opportunities for value engineering. Manage approved submittals, prototypes/new fixtures, and overall support for new and existing customers.

**Responsibilities:**

- Concisely produce all necessary detailed shop drawings, and other lists for production department to accurately and completely produce each job.
- Completely and accurately produce all necessary shop drawings for the client, the company's proposal, ERP, contract, and design software.
- Work with client to obtain project requirements and value engineer materials and construction options.
- Help create and maintain design, engineering, and drawing standards as best practices to improve quality, cost and cycle times.
- Field verify measurements and make field templates when necessary.
- Work with engineering and production to create products that are cost efficient and easy to manufacture.
- Develop schematic, 3D models, and design development solutions using CAD software, for prototype.
- Prepare sheet and graphic documentation for construction.
- Select and document interior building products and finishes.
- Perform construction administration procedures, including project documentation.
- Create fixture design specifications.
- Perform routing checks and verification for quality control.
- Collaborate with employees working in processing, submittals, CAD drawings, purchase order processing, engineering, job / project processing, and bids and proposals.
- Submit all information to client and shop in a timely so each job can be delivered and completed on time according to the production and delivery schedule.
- Understand properties of wood including grain, hardness, cost, color, finishes, etc. in order to make optimal recommendations to clients.
- Get all necessary drawings, stain samples, door samples, etc. signed by client and submitted to shop in a timely manner.

- Attend design meetings.
- Determine accurate material and labor costs from architectural and fixture drawings.
- Train and mentor lower level designers, drafters, and CNC programmers.
- Other tasks as directed by manager.

## **Requirements**

- AA in CAD Design or advanced skills in AutoCAD
- Desired-BS in Operations, Manufacturing, Supply Chain, Architecture/ or Engineering
- 3-5 years of experience in store, fixtures, cabinetry, and/or mill working
- Proficiency in Microsoft Office Suite.
- Ability to be detail oriented, and work under tight deadlines with a sense of urgency.
- Able to work in a dynamic, fast paced environment, as the market develops in unpredictable ways, consistently producing high quality work and projecting a positive attitude.
- Recognize the importance of customer satisfaction through clarification of customer needs and requirements.
- Excellent written, verbal communication, and problem solving skills.
- Must be able to priority and handle multiple tasks demonstrating excellent time management.
- Must have a valid drivers license with a clean driving record.
- Wear and use safety gear as required.