



Job Description
Title: Drawing Technician

Job Objective

To ensure the preparation of accurate landscape and architectural drawing required for Courtland Professional Property Management.

Reporting Relationships

The position is responsible for reporting directly to the Sales Manger. The individual will work in conjunction with the Design and Sales Team in assisting them with design completion.

Key Functions

- Provides graphic and design support for our Design and Sales Team.
- Verifies changes, measurements and addition to plans, designs, diagrams and maps by speaking with the specific Design Representative.
- Measuring out and producing take off's for commercial projects.
- Source plant material for projects.
- Prepares final drawings, plans, maps and diagrams from rough sketches prepared by our Design and Sales team.
- Re-draws plans making any changes that are requested.
- Operates a computer terminal utilizing AUTOCAD to obtain design feature information; prints designs using a plotter.
- Provides architectural drafting, such as structural drawings and layouts, as required.
- Receives work requests from Sales Manager.
- Requests all approved zoning, locates, permits, etc.
- Performs other related duties as required.

General:

This individual requires organizational ability, along with the ability to co-ordinate diverse demands. The position requires adequate knowledge of design, plant material, systems, processes and facilities. It requires time efficiency, team / individual work and multi-tasking.

Strive to be part of a company that:

- Has a nice working environment
- Produces Quality work,
- And that delivers Customer satisfaction
- That benefits all parties involved

1601901 ONTARIO INC.
COURTLAND GARDENS AND
LANDSCAPING CENTRE