

## **Job Description**

**TITLE:** CAD Designer  
**REVISED:** January 2014  
**REPORTS TO:** Todd Palcit

### **Position Information:**

The CAD Designer is responsible for creating office spaces that reflect clients' needs and tastes. Know products, materials and installation techniques. Estimate cost of projects and prepare detailed specifications.

### **Duties and Responsibilities:**

- Consult with sales person to determine needs, preferences, safety requirements and purpose of space
- Develop detailed plans and 3-D models showing arrangement of walls, dividers, displays, lighting and other fixtures using computer-assisted design (CAD) software and graphics software
- Develop plans, elevations, cross sections and detailed drawings, and prepare colour boards on selection of colours, finishes and materials, floor and wall coverings, interior and exterior lighting, furniture and other items, taking into account ergonomic and occupational health standards
- Conduct research into cost, material and labour and prepare final quote
- Research specific products at customers request
- Perform related work as required
- Maintain satisfactory attendance and punctuality
- Project a positive attitude for the benefit of our customers and fellow employees
- Read, understand and adhere to all rules, regulations and procedures as required by Monarch
- Ensure that all work performed is thorough, accurate and completed in a timely fashion
- Work effectively without supervision

### **Health and Safety Responsibilities:**

- Work in compliance with the provisions of the Occupational Health and Safety Act (OHSA), regulations, and internal health and safety policies and procedures
- Use or wear the equipment, protective devices or clothing required by Monarch
- Report to the supervisor any missing or defective equipment or protective device which could endanger someone
- Report to supervisor any contravention of the OHSA regulations, or Monarch safety policies and procedure by another employee and customer
- Report any observed hazards to the supervisor
- Do NOT remove or make ineffective any protective device without providing an adequate temporary substitute. When the work is complete, the original protective device must be replaced immediately

- Do NOT use or operate any equipment, machine, device, or thing, or otherwise work in a manner that may endanger anyone
- Do NOT engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct
- Know, understand and implement safe work practices and procedures
- Know understand and employ established rules and procedures for handling materials, equipment and processes (e.g. use proper lifting techniques, etc.)
- Use equipment and materials only in the manner intended
- Attend required safety training programs (e.g. office ergonomics), and apply the knowledge gained from these training sessions
- Report all injuries, incidents and unusual conditions immediately to supervisor
- Inspect work area daily and report any hazards immediately to supervisor

**Qualifications:**

- A college diploma in Architectural Technologies or an equivalent diploma
- Creative ability and artistic talent, as demonstrated by a portfolio of work is required.
- Proven ability to deliver exceptional customer service
- Excellent problem-solving and organizational skills
- Ability and willingness to be flexible under changing conditions
- Ability to be creative and persuasive in negotiating
- Ability to exhibit professionalism with a positive attitude under pressure
- Well-spoken, friendly and articulate
- Computer knowledge of AUTO CAD and other design software

**Working Conditions:**

The CAD Designer will alternate between sitting and standing for eight hours per day. He or she will be required to use office equipment such as computer, fax machine and telephone. He or she will also be operating a motor vehicle, and using a cellular phone. He or she will work mainly in an indoor, temperature moderated, well-lit environment, but may be asked to do customer on-site visits, requiring them to go out in inclement weather and adhering to all rules and wear PPE at job sites.

**Note:**

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the company reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel, work load, rush jobs, or technological developments).

**Employee Statement:**

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I also understand that this job description does not constitute a contract or employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the company has a similar right.

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Employee's Name

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Employee's Signature

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Date