



2400 Union Street  
Oakland, CA 94607  
(510) 444-5000  
CA LICENSE #588872

## **JOB DESCRIPTION: Architectural Draftsperson**

MN Builders is not your ordinary builder. We have over 40 years in the construction/cabinetry business. We are employee-owned. Our people come from all kinds of work backgrounds, and industries.

The **Architectural Draftsperson** is responsible for assisting with the design and construction administration of residential remodeling projects for MN Builders. This position works closely with the Project Development and Construction teams and reports directly to the Director of Design. Duties will include, but will certainly not be limited to, the following:

- **PROJECT DEVELOPMENT & CONSTRUCTION ADMINISTRATION**
  - Create, Update & Maintain Construction Documents throughout the lifecycle of a project
  - Draft Construction Details as needed throughout assigned projects
  - Create, Assemble & Submit Permit Drawings and required documentation for Permit acquisition
- **PROJECT SCHEDULING**
  - Meet assigned milestones for different design stages
  - Get familiar with Construction Processes and Procedures to anticipate the needs of the project
  - Assist with weekly Project Site meetings on an as-needed basis
- **DESIGN**
  - Complete Drawings per MN & Architectural standards
  - Complete drawings following State & Municipal code requirements

## **Minimum Requirements**

- 3-5 years of work experience within the design/construction industry
- Proven ability to manage multiple projects/activities in a dynamic and fast-paced work environment
- Willingness and ability to maintain knowledge of current state and local planning and building codes
- Excellent organization and communication skills
- Strong interpersonal skills and a strong work ethic
- Strong knowledge of AutoCAD, SketchUp, MS Office Suite, Procore

## **Ideal Requirements/Software Experience**

- A degree in a construction-related field, such as Architecture, Civil Engineering, or Structural Engineering
- AutoCAD Certification
- SketchUp Certification
- Project Management Experience
- Bilingual (English/Spanish)

- Green Building certification

### **Attitude**

MN Builders has constructed its 40 years of success on being a relationship-driven and detail-obsessed business—and it takes relationship-driven, detail-obsessed people to make sure we stay that way. That's why we consider your attitude as a key skill you bring to the team. Are you:

- Self-motivated toward and passionate about building to the highest standard
- Committed to the job (AKA showing up on time, doing what you say you'll do, finishing what you start)
- Polite, friendly, and good-humored
- Appreciative of the ESOP (Employee Stock Ownership Plan) concept and ready to live it
- Eager to improve yourself and your company, including mentoring others in their pursuit of excellence
- Capable of putting the team ahead of self

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Frequently stand or sit for prolonged periods over an 8-hour day
- Often walk around job sites with uneven terrain where the use of safety glasses and hardhats is mandatory
- Communicate accurate information with clients, colleagues, and supervisors
- Perform vision-oriented tasks requiring close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus
- Regularly lift and/or move up to 25 lbs

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Loud machinery and construction noise
- Shared workspaces and frequent interactions with other team members
- Frequent exposure to physical risks, such as operating dangerous equipment or working with chemicals
- Moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, and/or unpleasant odors while working on project sites
- Occasional worksite exposure to chemicals known to the State of California to cause cancer, birth defects, or other reproductive harm

## Compensation and Benefits

- This is a full-time, in-person exempt/salaried position. Range: \$65,000 - \$75,000 annually
- After 60 days of successful employment, you are entitled to participate in the following benefits:
  - Kaiser Health coverage for employees and family
  - Dental coverage for employees and family
  - Life Insurance policy
  - Mental Health Services for employees and family
- After 90 days of successful employment, you are entitled to participate in the following benefits:
  - 401k with Employer matching
  - Paid Time Off
  - 8 Paid Annual Holidays
  - Sick time
  - Bereavement time
- After one year of full-time employment, from the date of hire, you are eligible to participate in the following benefits:
  - Employee Stock Ownership Plan (ESOP)

This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position. MN Builders is an equal-opportunity employer.