



Job Title:	Revit/Project Manager Assistant
Department:	AutoCAD
Job Grade/Level	Entry Level
Position Supervisor:	Alex Arizpe
Reports to this Position:	Alex Arizpe
Location:	Texas Timber Frames – Boerne, TX

Job Purpose/Summary:

Be responsible for creating Heavy Timber Construction drawings to support our Project Manager/s. You must have strong AutoCAD 2D & 3D capabilities, building construction knowledge, be able to follow directions, and work well with others. Attention to detail is critical.

Principal/Main Responsibilities and Tasks:

- Create detailed shop drawings in AutoCAD 2D & 3D and Revit
- Model project in AutoCAD 3D using a Heavy Timber Plugin for AutoCAD and Revit
- Program our CNC Timber Joinery Machine
- Review and revise drawings based on architect's redlines
- Communicate clearly through drawings, emails, RFI's
- Use knowledge of engineering practices, mathematics, and other physical sciences to complete drawings
- Produce draft designs and diagrams according to the given specifications
- Collaborate with Project Managers, Architects, and Engineers on projects
- Revise drawings and layouts to accommodate changes and enhancements

Minimal Knowledge, Skills and Abilities Required:

- Minimum 2-year AutoCAD 2D & 3D experience
- Minimum 2-year Revit experience
- Proficient with Microsoft Office
- Ability to decipher construction drawings and specs
- Some sort of construction knowledge
- Ability to understand and communicate technical design information
- Great time management skills
- Great problem-solving skills
- Professional with a positive attitude
- Reliable and prompt with attendance
- Self-motivated and confident



Job Title:	Revit/Project Manager Assistant
Department:	AutoCAD
Job Grade/Level	Entry Level
Position Supervisor:	Alex Arizpe
Reports to this Position:	Alex Arizpe
Location:	Texas Timber Frames – Boerne, TX

- Strong written and oral communication skills
- Ability to multi-task and meet deadlines

Employee Signature _____ Date _____

Manager/Supervisor Signature _____ Date _____