

# Mid-States Concrete Industries

## Job Description

**Position Title: CAD Detailer**  
**Reports to: Design Manager**

### **General Description of Position:**

This position's main responsibility is the completion of neat and accurate piece tickets and production drawings for the production department.

This position works regularly with Design Manager, Project Manager, Project Lead, Project Engineer, and Production personnel.

### **Essential Functions:**

1. At the direction of Design Manager, completes accurate production drawings for the support of the production department. These drawings are based off the customer approved Shop Drawings.
2. Responsible for on time performance of production drawings, which requires coordination with Project Engineer and Project Lead. Must monitor Engineering Schedule.
3. Modifies production drawings based on engineer comments.
4. Ensure neatness and accuracy of all production drawings. Conducting self-review checks to maintain quality assurance and department standards.
5. Provide feedback to the Design Manager on the workload and production drawing status. Communicates needs and concerns with software development to the Design Manager.
6. Work with production personnel when they have questions about production drawings, details, or revisions.

### **Minimum Requirements:**

1. AutoCad 2D drafting skills. 3D environment a plus.
2. Must be proficient with Microsoft office software. Specifically, Outlook, Word and Excel.
3. Excellent communication, organizational, and phone skills.
4. General understanding of construction processes, architectural drawings and details.
5. Leadership skills. Must take initiative and be well organized.