

Position Title: CAD Designer

Department: Hubbell Homes, L.C.

Reports to: Operations Manager

The CAD estimator is responsible for the design and implementation of the company home design system utilizing the AutoCAD, REVIT, computer-aided design software. This is a salaried position.

### **Duties and Responsibilities**

1. Prepares design documents for spec and custom homes.
2. Works with the builders, project manager, purchasing manager, subcontractors and suppliers to prepare complete design documents incorporating all the necessary design details and finish schedules.
3. Designs and develops home option design packages in coordination with the purchasing manager for spec homes.
4. Designs custom homes and prepares design documents for custom homes.
5. Retains the necessary services and manages the efforts of other design professionals, including architectural and engineering firms as required.
6. Manages the site plan process as necessary to acquire the appropriate permits.
7. Works with builders and project manager to refine existing spec home plans, and designs new spec plans in correlation with market demand.
8. Develops and implements a base plan to be utilized by the build team.
9. Special projects and other duties as assigned.

### **Special Requirements**

- Minimum AAS, CAD degree or equivalent experience preferred (a bachelor's degree or working toward a bachelor's degree a plus)
- Minimum three years' experience in residential design
- Excellent computer skills in AutoCAD, REVIT, Microsoft Office (Word, Access, Excel)
- Excellent math aptitude, proofreading skills and attention to detail
- Knowledge of construction and construction terminology
- Knowledge of Timberline cost estimating and accounting system helpful
- Ability to handle multiple tasks at one time and to meet deadlines under pressure
- Ability to interact with all levels of management
- Excellent written and verbal communications skills