



Residential Drafter & Designer

Part-Time (15-22.5hrs/week)

Accessible Housing opens doors to homes that are accessible and affordable for people with limited mobility. Through providing a continuum of housing and supports, we work to ensure that everyone has a home and belongs in community.

Job Description

The Residential Drafter & Designer is responsible for working alongside the Residential Accessible Design (RAD) Renovations team in achieving the deliveries of the individual projects within the program. The Residential Drafter & Designer will be responsible for supporting the team on initial home assessments and then support the draft design process for client approval and funding submission approval.

This role requires attention to multiple areas of focus, including; assessments, reviewing projects and drafting appropriate design solutions for individuals with limited mobility, working collaboratively in a team setting, administrative support, and supporting the program to ensure it meets its funding benchmarks. This opportunity will involve work with an integrated project team that, alongside Accessible Housing, will help meet the vision and mission of the organization.

Duties and Responsibilities

- Participate in the client home assessments and provide recommended accessible design solutions
- Manage multiple design projects and draft responsibilities in accordance with legislation, regulations, building code and rules that govern Accessible Housing activities
- Prepare and submit project designs, plans and specifications
- Support in program administration ie. Filing, client data input, client communication, etc.
- Establishes and maintains productive working relationship with internal and external stakeholders

Qualifications and Experience

- Certificate, Diploma or Degree in drafting & design, architecture, construction or a related field with related experience
- 2 to 4 years of drafting design experience would be preferable
- AutoCAD and/or Revit Proficient
- Understanding of General Construction
- Understanding of Alberta Building Code & ability to read and understand construction blueprints
- Excellent interpersonal, communication, organization and time management skills
- Ability to work independently and be flexible with changing needs/priorities
- Proficient in Excel, Word, and project management software
- Outstanding capacity for organization and planning
- Knowledge of affordable, accessible housing an asset
- Experience working with individuals with disabilities is an asset

Working Conditions

- The Residential Drafter & Designer works primarily in an office environment and supports in initial home assessments in the community in homes where renovations are being considered
- The Residential Drafter & Designer works part time in a standard work week. Work hours will vary depending on project specifications, and may involve occasional evenings and weekends

Application Information

If you are looking for a rewarding career at a growing organization with an established and caring culture, please apply with your resume, cover letter to adam@accessiblehousing.ca with *Competition Residential Drafter & Designer* cited in the subject line.

Only those selected for an interview will be contacted.

Closing Date for Applications: April 6, 2018

Accessible Housing employees enjoy competitive compensation, extended health and dental benefits, a matching RRSP after one year of service, an accelerated schedule for earning additional vacation days, your birthday off, and a flexible work environment.