



Position Title	CAD Technician – Architectural	Eff. Date	7-14-2025
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EE Type	Salary	FLSA	Exempt
Location	Corporate	Department	Architectural Dept.
Reports to	National Sales Manager	Dotted Line Report	

Position Summary

The Architectural CAD technician is responsible for developing precise architectural shop drawings, fabrication documents, and 3D models to support AMICO's innovative architectural metal façade systems. This position requires strong technical proficiency with Revit and Rhino, keen attention to detail, and a collaborative mindset to work effectively with internal and external project stakeholders.

Primary Accountabilities (Essential duties:)

- Create and revise detailed architectural drawings and fabrication documents using BIM (Revit) to support the manufacturing of architectural metal systems. Ability to also work in 2D environment.
- SolidWorks: Ability to create sheet metal parts and use design tables.
- Interpret architectural and structural drawings to develop accurate submittal packages for client and project team approval.
- Collaborate closely with engineering, sales, and project management teams to ensure manufacturable solutions that align with fabrication capabilities and installation requirements.
- Create accurate 3D models and detailed component breakdowns for manufacturing to include assembly drawings and part details.
- Identify and resolve potential conflicts or interferences in designs before fabrication begins, including clash detection and field fitment considerations.
- Prepare submittal packages and assist with technical documentation requirement for customer approvals and project milestones.
- Maintain strict adherence to company drawing standards, revision control protocols, and qualify assurance procedures.
- Participate in virtual or in-person design and technical review meetings, providing drawing updates and technical clarifications to architects, contractors, and fabricators.
- Maintain regular, reliable and punctual attendance as a fundamental function of the role.

Secondary Accountabilities

In addition to the primary accountabilities listed above, individuals may perform other duties as assigned.

Supervisory Responsibilities

This position does not have direct supervisory responsibilities but involves oversight of subcontractors and close coordination with vendor teams on site.

Position Qualifications

To perform this job successfully, an individual must be able to perform each primary accountability satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Additionally, the physical demands and the work environment typically encountered are listed below. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

- Must possess a strong understanding of construction documents and project coordination workflows.
- Ability to resolve job-site issues proactively and effectively.



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- Exceptional organizational, multitasking, and communication skills.

Education / Experience (an equivalent combination of education and experience required to successfully complete the primary accountabilities is indicated below)

Degree: Bachelor's Degree or equivalent experience in Architecture, Engineering, Drafting, or a related field preferred.

Experience preparing architectural or fabrication-level drawings; experience with façade systems is a plus.

Additional experience with Inventor, Rhino/Grasshopper, AutoCAD, or other 2D/3D tools is beneficial.

Years Experience: Minimum 5 years related experience

An equivalent combination of education and experience may be considered.

Competencies / Technical Skills

Core Competencies: Analytical; Problem Solver; Managing Performance; Building Collaborative Relationships; Customer Orientation; Result Orientation; Business Acumen

Organizational Competencies: Initiative; Influencing Others; Detail Orientation; Excellent Communication Skills;

Technical Skills: Microsoft Office Suite and familiarity with project documentation workflows. Knowledge of building envelope systems and architectural metals preferred.

Licenses / Certifications

None

Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit, talk and listen. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Flexible schedule with adherence to project deadlines and coordination requirements.

Work Conditions

Environment: Hybrid Office and Remote / Outside Conditions

Travel: Up to 50%

The work environment described here is representative of those employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.



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Employee Acknowledgement

I acknowledge that I have received, reviewed, and understand the job description for the position of CAD Technician - Architectural. I understand that it describes the general nature and level of work expected of someone in this position. I also understand that it is not an exhaustive list of all responsibilities, duties, and skills required for the role and that management reserves the right to modify this job description at any time, with or without notice.

I understand that this job description does not constitute a contract of employment and that my employment is at-will, meaning either the Company or I may terminate the employment relationship at any time, with or without cause or notice, unless otherwise required by law or a written employment agreement.

By signing below, I acknowledge that I am able to perform the essential functions of this position, with or without reasonable accommodation, and agree to perform the duties outlined herein to the best of my ability.

Employee Name (Print) _____

Employee Signature _____

Date _____