



January 17, 2018

KGK Gardening & Design Corporation
1936 Georgetown Road
Hudson, Ohio 44236

CONSTRUCTION DOCUMENTATION SPECIALIST, CAD DRAFTER, & 3-D MODELER POSITION DESCRIPTION

KGK Gardening & Design Corporation is a full-service landscape design, construction, and maintenance provider to homeowners and businesses across Northeast Ohio. Construction documentation specialist supports the design team members by performing site analysis, CAD drafting, performing project and product research, completing conceptual or schematic plans into construction documents used by construction supervisors, and occasionally assisting in the production of 3-D modeling and graphic rendering. Two to five years' experience in a related position and Associates Degree or higher in Landscape Architecture, Construction Management, Engineering, Architecture, or a related field is required.

Primary Qualifications and Skills:

Professional Experience and Education:

Experience with or around constructing site work is a necessity. Accredited college degree within the following disciplines: Landscape Architecture, Construction Management, Engineering, Architecture, Construction Management. (Applicants with previous experience without formal education will be considered on a case-by-case basis).

Exceptional Professional Skills:

Reliable communication skills with clients and staff, both verbal and written; a proven record of providing excellent internal and external customer service; ability to make and meet deadlines; excellent organizational skills, multitasking efficiency, and ability to manage multiple projects simultaneously; paperwork accuracy and effectiveness; collaborative team mentality (with internal and external staff); deals well and builds upon existing/future clientele, vendors, business partners, and employees (internal and external); critical thinker, problem solver, and ability to learn new skills; ability to work independently with occasional supervision.

Computer & Technical Skills:

Windows 10 OS, AutoCAD, Vectorworks, Microsoft Office Suite (Excel & Word primarily), Web-Based Project Management Programs, Adobe Suite Products (Acrobat Pro, Illustrator, Photoshop, InDesign, etc.), Arc GIS, Sketchup, Bluebeam, Lumion; ability to read blue prints; knowledge of city codes, permitting and regulations, can produce conceptual design documents through schematic and design development documents in a complete construction document set of drawings.



Primary Job Functions:

Project Measuring:

Accurately measure buildings, site, topography, public and private easements, utilities, property lines, etc. on site and/or with GIS software. Take valuable site/project photos, make notes of all existing structures/inventory. Provide design staff with a detailed analysis/report of site for current/future project design purposes.

Site Surveys:

Work with state licensed surveyors on administering and acquiring surveys for large scale projects (residential and/or commercial). Accurately building and/or altering site surveys in AutoCAD to KGK and industry graphic standards.

Project Basemaps:

Create accurate and current basemaps from KGK performed "Project Measuring" or outsourced "Site Surveys" for internal use within KGK design studio.

Project Drafting:

Helping aid designers with advancing sketches into detailed CAD drafted plans. Aiding the lead designer with advancing plans from the conceptual phase into schematic, design development, construction documenting, and construction administration phases of any given project.

Project Modeling:

Creating 3-D models whenever needed throughout each design phase of a project. Also creating strong graphic renderings of scenes needed for design presentations performed by the lead project designer.

Project Permits:

Administering and arranging municipality zoning approval and building department approval (if needed) based on final construction documents of the project, prior to construction commencing. Working with the lead designer and studio staff on any issues that come from approval or rejection of each department. Relaying information to the documentation specialist or sub-contractor/sub-consultants on what to alter in the drawings is a requirement.

Construction Documenting:

Building complete and thorough construction documents sets based on KGK CAD standards for each unique design project. Each set of drawings will be used by the field staff to build each project. If changes occur during construction due to client requests, in-field adjustments, unforeseen circumstances, etc. that information will need to be adjusted on current construction drawings or additional construction drawings (addendums, bulletins, or sketches) will need to be produced once the client has signed off on design changes.

Bidding and Estimating Small Projects:

Assisting and aiding with bidding and estimating small and large projects. Both commercial and residential.