



## **DRAFTER II**

**Job Title:** Drafter II  
**Department:** New Homes  
**Reports To:** Director of Purchasing  
**FLSA Status:** Exempt  
**Location:** Springfield, PA

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**Summary:** The McKee Group, a property management, home building, and real estate investment company, is seeking a talented and energetic individual who desires diversity in assignments and an opportunity for growth. The Drafter II plays a vital role in supporting the New Homes department and the Company as a whole.

### **Essential Duties and Responsibilities Include:**

- Provide routine drafting support.
- Prepare various drawings and schematics derived from a variety of specifications, layouts, blueprints and sketches.
- Utilize established techniques, standards and tools like computer aided drafting software to prepare technical drawings.
- Coordinate and consult with engineers, architects or designers to complete projects
- Estimate and cost all plans. Compile accurate quantity take-offs. Establish and monitor budgets for all construction phases. Compute gross margin estimates. Help identify cost-saving techniques, materials, and procedures.
- Administer accurate quantity take-offs and estimates. Monitor competitive bidding, contract negotiations, and value engineering. Re-bid trades if cost increases occur.

### **Supervisory Responsibilities:**

- None

### **Education and/or Experience:**

- Bachelor's degree preferred.
- 2-4 years of previous drafting experience preferred.

### **Other Skills:**

- Strong written and oral communication skills.
- Understanding of Construction (New Home Building) process
- Ability to read and understand blue prints.
- Strong computer and Microsoft Office (Word, Excel, etc.) skills required.
- Strong analytic skills required.
- Ability to work independently as well as part of a team.
- Professional appearance and attitude required.



- Ability to approach situations in a proactive and productive manner.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is primarily conducted in an office, where sitting for long periods of time is essential. The noise level in the work environment is usually quiet. There is some travel to sites (within two hours of the Springfield office).

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Additionally, the ideal candidate must have a valid driver's license as well as a reliable form of transportation to travel to sites when necessary.

**Equal Employment Opportunity:**

It is the policy of McKee to provide equal opportunity in employment and to all employees and applicants for employment. No person will be discriminated against in employment because of race, religion, color, sex, age, national origin, ancestry, disability, military status, marital status, or any other legally-protected class, trait, or characteristic.