

J. Tortorella
Swimming Pools, Inc.

Job Description

Estimating & Drafting
Associate



Department: Estimating

Work Schedule: Monday - Friday, some Saturdays in season

FLSA Status: Non-Exempt

POSITION SUMMARY

Prints, distributes, processes and/or maintains all project files information. Provides balance and support to Estimator and Drafter. Provides detailed drawings of architectural designs and plans for buildings and structures according to specifications provided. Researches building codes. Initiates, processes and follows up on invoices, Drafting and Consulting Contracts, building permits and stone and/or special orders - start to finish. Provides estimating take-offs and/or estimates for completion of project contracts and cost and profit analysis of projects.

SKILLS & ABILITIES

Education: Coursework in Drafting

Experience: Drafting and office experience

Other Requirements: Ability to read and interpret blueprints. Proficient in AutoCAD and Sketch Up.

Year-round position, benefits available, 401K