

DMR Global, Inc.
Job Description

Job Title: Associate Technician Level 3 – Corporate:
Corporate Product Development
Reports To: Production Manger
FLSA Status: Exempt, does not qualify for overtime pay

SUMMARY

Design Development, Construction and Presentation Documentation for all products – both buildings and site design.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Essential duties may vary according to region, division, area, and/or assignment. Other duties may be assigned.

1. Apply the Company's vision, pledges, and guiding principles to all facets of responsibilities in an effort to improve our Company.
2. Assist in production of conceptual designs for new model types and models requiring custom changes.
3. Coordinate with the architectural consultants or assist in-house staff in the development of construction and presentation documents. Prepare construction and presentation documents / materials.
4. Assist with preparation of custom change approval process.
5. Assist with construction code and other technical issues.
6. Follow established Company safety procedures.
7. Participate in Partners in Excellence initiative either directly on a team or indirectly through suggestions.
8. Supervisory Responsibilities: None.
9. Additional knowledge: Has mastered job knowledge of previous position(s).

QUALIFICATIONS

To perform this job successfully, an Associate must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable Associates with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Minimum of a two year associates degree in Architecture including training on AutoCad Software and a minimum of five years practical drafting experience, preferably in residential design, or an equivalent amount of related education and experience.

ADDITIONAL TRAINING

KASH, Customer Service

LANGUAGE SKILLS

Ability to read, analyze, and interpret common technical journals and governmental regulations. Ability to respond to common inquiries or complaints from regulatory agencies, managers, and Associates of the Company. Ability to effectively present information to top management.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

ADDITIONAL KNOWLEDGE, SKILLS, AND ABILITIES

1. Construction knowledge.
2. Creativity and design skills.
3. Good oral and written communication skills.
4. Ability to be decisive.
5. Ability to follow established Company safety procedures.
6. Ability to communicate effectively.

CERTIFICATES, LICENSES, REGISTRATIONS

None

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an Associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable Associates with disabilities to perform the essential functions.

While performing the duties of this job, the Associate is regularly required to sit at a desk, use hands and fingers to operate a computer keyboard and handle drawing utensils, reach with hands and arms for architectural plans or documents, and talk or hear on the telephone or while communicating with others. The Associate frequently is required to stand and walk around an office. The Associate is occasionally required to stoop, kneel, or crouch to obtain documents or view blueprints. The Associate must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an Associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable Associates with disabilities to perform the essential functions.

While performing the duties of this job, the Associate is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals associated with the use of reprographic equipment and aerosol materials and outside weather conditions. The noise level in the work environment is usually moderate.