



# Scenic Ridge Company

[www.scenicridge.com](http://www.scenicridge.com)

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Lancaster, PA 17601

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December 23, 2024

## Qualified Candidates:

Scenic Ridge is seeking candidates for the position below. Interested, qualified candidates should complete an application or submit a resume and forward it to Human Resources.

## DRAFTING COORDINATOR

Scenic Ridge Company is seeking a highly organized and detail-oriented **Drafting Coordinator** to join our team. The ideal candidate will be responsible for coordinating and overseeing all aspects of the drafting process, ensuring that design and construction documents are accurate, complete, and delivered on time. The Drafting Coordinator will collaborate with architects, engineers, project managers, and other team members to support the development of detailed drawings and plans.

## Key Responsibilities:

- Coordinate and manage the preparation of all drafting and design documents, ensuring adherence to project schedules.
- Review and verify accuracy and completeness of drafted drawings, ensuring they meet project specifications and codes.
- Collaborate with architects, engineers, and construction teams to clarify design intent and resolve any issues related to the drafts.
- Organize and maintain a system for tracking drawings and revisions throughout the project lifecycle.
- Ensure all drafting processes comply with company standards, industry best practices, and relevant regulations.
- Assist in the preparation of presentation materials, such as conceptual designs, plans, and visualizations.
- Provide support and training to junior drafting staff and review their work for accuracy.
- Communicate with external stakeholders, including clients and vendors, to ensure the timely delivery of project documents.
- Manage revisions and ensure that updated documents are distributed to all relevant parties.
- Perform quality checks on final drafts before submission to clients or stakeholders.

## Qualifications:

- Bachelor's degree in Architecture, Engineering, or related field preferred, or equivalent work experience.
- Proven experience in a drafting or design coordination role, with a strong understanding of CAD software (AutoCAD, Revit, etc.).
- In-depth knowledge of construction documents, drawings, and specifications.
- Strong organizational skills with attention to detail.
- Excellent communication skills, both written and verbal.
- Ability to work collaboratively in a team-oriented environment.
- Knowledge of industry standards, codes, and regulations.
- Strong problem-solving skills and the ability to address drafting and design issues efficiently.