

## **Project Coordinator; Napa, Walnut Creek and West Sacramento Offices**

### **Responsibilities**

- Works from sketches, notes and other input material to produce computer-generated graphs, charts, overlays and completed drawings. Can complete finished product with limited direction.
- Understands and follows the company's standard CAD procedures for layering, etc., and standard drawing procedures for sheet layout.
- Coordinates details, scale, line type and dimensions between drawing sheets.
- Accuracy, quality, completeness and adherence to the schedule can be independently maintained.
- Maintains organized work area and has responsibility to assure drawings are plotted on schedule.
- Keeps Project Manager and or Sr. Project Manager aware of workload and requests work when needed.
- Individual is flexible and may work with numerous project teams to help in project completion.

### **Qualifications**

- Degree in Landscape Architecture from an accredited 4-year university program.
- 0-2 years of AutoCAD operation in a related landscape architecture or design firm environment.
- Is expected to understand some aspects of design specialty and use and recognize technical symbols and abbreviations.
- Required experience with AutoCAD, Adobe Creative Suite, and Microsoft Office
- Additional proficiency in Sketch-up, Lumion, Land FX, rendering abilities as well as, a sense of humor would be highly desired.