

Drafter II Metal & Glass Job Description for Kovach

Position: Drafter II Metal & Glass

Location: Kovach Headquarters; Chandler, AZ.

Reports to: Drafting Manager

Summary: Kovach is looking for a dedicated Drafter II for Metal and Glass to execute the direction of the Job Captains and Technical Project Manager in creating shop drawings and releases for Façade Systems. Drafter II should be able to act more independently once given direction.

Kovach's Mission and Values:

At Kovach, we believe in sharing our success with the people who make it possible. Our employees are the driving force behind everything we achieve, which is why we proudly offer an Employee Stock Ownership Plan (ESOP). This program allows you to become an owner of the company, giving you a direct stake in its growth and prosperity. As the company continues to succeed, so does the value of your shares, offering you a powerful opportunity to build wealth and benefit from our long-term success. With an ESOP, your contributions directly impact both your future and the company's future, creating a true partnership in our continued growth.

Our Mission: Kovach's mission is crystal clear: to cultivate a thriving and profitable company that stands as a beacon of growth and opportunity. We are steadfastly dedicated to fostering an environment where individuals not only succeed but flourish. In doing so, we aim to strike a harmonious balance between robust financial health and a nurturing space for all our team members.

Our Core Values:

- **Positivity:** Easy to work with, trusting, team player, and good communicator.
- **Own it:** Reliable, responsible, follows through, trustworthy, thorough.
- **Expertise:** Intelligent, innovative, and coachable.
- **Grit:** Tough, strong work ethic, and finds a way to get it done.

Essential Duties and Responsibilities:

- **Drafting Essential Functions**
 - Use architectural drawings to create accurate shop drawings that incorporate the systems bid by Kovach.
 - Create material takeoff for Bill of Materials for all systems required.
 - Create cutlist and fabrication drawings for the shop that comply with installation instructions for all systems.
 - Create any required unit drawings and details for field conditions as required.

- Label shop drawings so the shop and field have reference for all components that are to be field installed.
- Submit all releases for checking prior to releasing to the shop or field.
- Verify all releases packages are accurate and complete prior to releasing to the shop.
- Responsible for keeping project organized as far as drawings, materials, and record keeping.
- **Innovate** Coordinate potential value engineering ideas with Job Captain or TPM.
- **Communicate:** Maintain continuous communication with Job Captain.
- **Accept Direction:** Work at the direction of Job Captain or TPM while following department protocols for all processes.
- **Other Duties as assigned:** Assist Job Captain and TPM in any miscellaneous items which may come up.

Competencies:

- Communication Proficiency
- Problem Solving/Analysis
- Thorough knowledge of Façade Systems (Glass & Metal Panels). Requires understanding of how the systems are assembled, installed, and the limitations of the systems.
- Fluent with AutoCAD
- Experience working with 3D modeling software (Revit, Inventor, etc.)
- Experience creating and reviewing submittal drawings.
- Experience creating Bill of Materials
- Experience with Microsoft Office

Personal Characteristics:

- Embraces challenges, viewing them as opportunities rather than obstacles.
- Inspires and motivates, fostering a positive work environment.
- A trustworthy, reliable individual who motivates trust in others.
- Balances hard work with a genuine curiosity and concern for the well-being of colleagues.
- Networker adept at fostering meaningful conversations; an active listener.
- Ethical in all professional dealings, demonstrating emotional intelligence.

Physical Demands:

- This position requires frequent standing, walking, and climbing on construction sites.
- Must be able to lift and carry up to 50 lbs.
- Visual and manual dexterity for operating machinery and computers.

About Kovach: Founded on robust client and vendor relationships, Kovach boasts a unique and influential organizational culture. Housing approximately 350 employees, our family extends across multiple states. We're not just about professional growth; we emphasize having fun while making an impact. Our annual sales touch approximately \$75 million, with growth expected in the years ahead. Our partnerships with the region's biggest general contractors have adorned Phoenix with iconic buildings, ranging from the Phoenix Airport and ASU campuses to the Talking Stick Resort and Casino.

Job Type: Full-time

Benefits Offered:

- 401(k) matching
- Comprehensive dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Generous paid time off
- Vision insurance

Kovach is an equal opportunity employer that values diversity and inclusivity in its workforce. We invite candidates who are keen to grow, contribute, and be a part of our success story.

Apply [here](#) or email Kearstyn Krause Kearstynk@kovach.net.