

**VIAU**   
**ARCHITECTS  
& BUILDERS**

*Opportunity Profile*  
*Architectural Drafter/Estimator*

*Powers, MI*



## SUMMARY

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*...the position will offer the new hire practical insight into best practices in **commercial architecture and construction.***

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Viau Inc., established in 2015, is a local commercial design/build construction company consisting of Architects & Builders with an appetite for growth. Services include [commercial/industrial design-build](#), construction project management and predesign/preconstruction consulting services. As a result of continued growth, the company is currently seeking to hire an in-office architectural drafter/ estimator for its location in Powers, MI, which is located in Michigan's beautiful Upper Peninsula.

Working directly with the Founder and Principal Architect of the firm, the position will offer the new hire practical insight into best practices in commercial architecture and construction. The uniqueness of Viau, Inc. is that prior to becoming a Registered Architect, Randy Viau was a commercial builder. Combined with the commitment to quality design & craftsmanship, [Viau, Inc.](#) is able to provide 360° insight and advice to customers, rarely available from stand-alone architects, engineers or commercial builders. Additionally, for career minded professionals, getting in on the bottom floor of this growing business may offer development and supervisory opportunities, not available in mature architectural & engineering (A&E) firms.

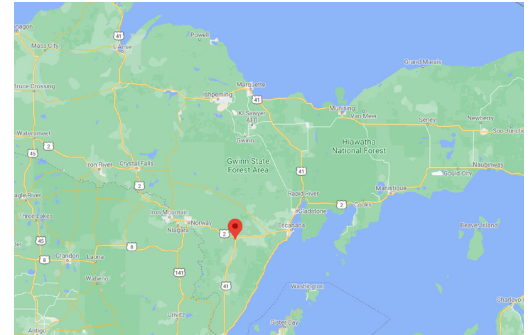
If you are an experienced architectural drafter who doesn't feel appreciated by your current employer, who wants to learn but isn't in an environment that will help

you grow or is working for a larger firm that isn't utilizing your full potential, this could be the opportunity for you! Alternatively, you may have been raised in Northern Wisconsin or Northern Michigan and are tired of living in a metro area and desire a lifestyle change. If so, you may want to consider relocating home, enabling you to be closer to family and the outdoors.





## COMPANY CULTURE



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*Viau Inc.'s employees describe working for the company as **enjoyable, exciting, rewarding and growing.***

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Viau Inc. has an outstanding reputation for being knowledgeable, efficient and performing high quality, accurate work. The company values its employees as evidenced by the training they receive, and the quality tools and equipment provided for their success.

Viau Inc.'s employees describe working for the company as enjoyable, exciting, rewarding and growing. Employees care about the company, desire to see it grow and

recognize that their roles are more than “just another construction job.” The values of the company are:

1. Enjoyment
2. Accuracy
3. Quality & Efficiency
4. Solutions
5. Growth



## POSITION PURPOSE & SUMMARY

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*...a career seeking individual will have the opportunity to develop themselves and vie for a supervisory or management role in the future...*

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The purpose of the position is to support the drafting and estimating needs of the business, thereby enabling the President to spend more of his time on leading and growing the business.

This position would be ideal for someone who wants to learn and grow under Randy Viau, RA who is an experienced architect and commercial builder looking to mentor and develop those that want to learn. As a result, the individual hired into this role can expect to learn about [best practices](#) in the commercial building sector including the intricacies of well-designed HVAC, plumbing, electrical, civil and structural systems.

This will be the first drafter/estimator who will be hired into the firm. As a result, a career seeking individual will have the opportunity to develop themselves and vie for a supervisory or management role in the future, which could occur within the next 36-60 months.

The position will consist of 3 primary responsibilities and other supportive responsibilities that will evolve as the business matures. The 3 primary responsibilities, in order of importance to the business are:

1. Architectural drafting for [commercial buildings](#).
2. Estimating support through product research and pricing.
3. In office technical support of field supervisors.





## JOB REQUIREMENTS

(5 Must Have Experiential Criteria the Drafter/Estimator must possess)

*Candidates for this position will be **creative** in their product sourcing, relentless in their follow up and **timely** in their scheduling.*

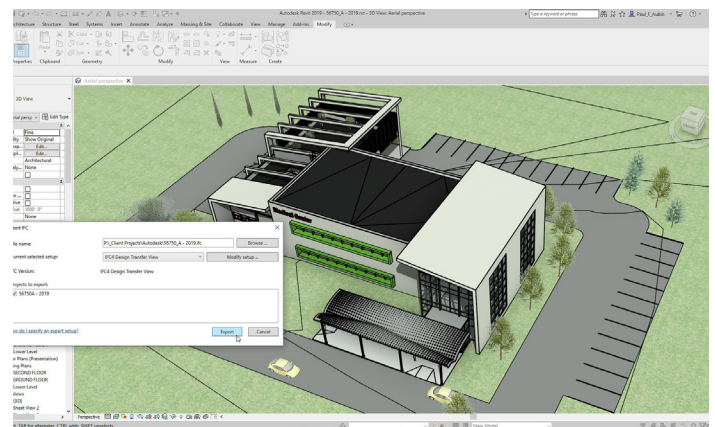
Candidates for this role must have drafted architecturally in 3D (BIM), preferably using the REVIT platform by Autodesk, within a commercial building environment at an A&E or construction firm. The ideal candidate may have 10-20 years of experience, although someone with 1-5 years' experience may be considered. Regardless of the years of experience, candidates must possess a servant's heart and be willing to be flexible and help out throughout the business as the need dictates.

Candidates should have a familiarity with CSI master format specifications divisions, be thorough in their work, quality oriented, energetic and have a thirst for knowledge and willingness to learn. They will have good research and phone skills and will preferably have prior 3-5 years' experience in pricing and estimating. They will be creative

in their product sourcing, relentless in their follow up and timely in their scheduling.

Candidates must be really good communicators given the interaction this role will have with the President of the business, field supervisors and vendors. Candidates will be approachable and be levelheaded under pressure. Candidates should also be comfortable using the telephone versus relying on email and be MS Office proficient (Excel, Word, PowerPoint).

Graduates of university level construction management programs (NMU) or technical college's such as NWTC are encouraged to apply. Additionally, graduates of CAD programs through community colleges with some architectural experience are encouraged.



# ACCOUNTABILITIES



*Within 3 years, the drafter/estimator will have prepared themselves to be in a position to supervise other team members.*

- Within **3 months** of employment, successfully hired candidates will have become familiar with the metal building software utilized by Viau, Inc.
- By **6 months** of employment, the new drafter/estimator will be familiar with different types of commercial construction and industry standards.
- Within **12 months**, they will be proficient in detailed areas of design and building such as handicap accessibility. They will be communicating with field staff by this time and be fully meeting the timelines required for projects to completed within.
- Within **18 months**, the drafter/estimator will be settled in at the company and be highly efficient in their role, which has created more space for the President to spend on growing the business. Depending on the prior experience of the drafter/estimator they may be ready at this stage to run drafting projects and estimates.
- Within **3 years**, the drafter/estimator will have prepared themselves to be in a position to supervise other team members.

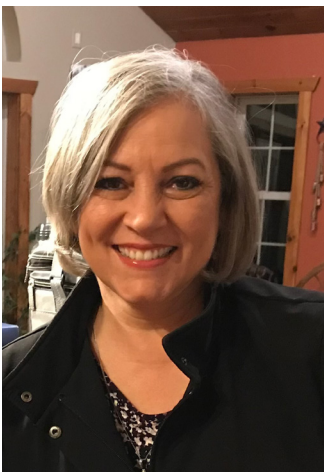
## **Top 6-8 Competencies** *(Topgrading List of 50 Competencies)*

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|-----------------------------------|-----------------|
| 1. Conceptual Ability             | 5. Adaptability |
| 2. Integrity                      | 6. Likability   |
| 3. Resourcefulness/<br>Initiative | 7. Team Player  |
| 4. Independence                   | 8. Energy/Drive |
|                                   | 9. Ambition     |





## CONTACT INFORMATION



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