



LTR Industries is looking for a **Lead Drafter** to join our growing team. This position is a pivotal role within our organization, responsible for overseeing the Drafting department's operations, ensuring the highest standards of quality, and driving continuous improvement. This role requires a strategic thinker with exceptional people management skills and the ability to balance competing priorities effectively. As the main point of contact for the department, the Drafting Manager will play a crucial role in reviewing and assigning work, troubleshooting issues, and ensuring that all drafting activities align with the company objectives and deliver measurable return on investment.

#### **ABOUT US:**

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- LTR Industries has been serving the Ottawa region for almost 40 years, specializing in architectural millwork for the general construction industry, Interior Designers and individual commercial/residential clients,
- LTR Industries' one-stop-shop approach makes excellent architectural millwork a seamless and painless experience for architects, general contractors, interior designers, and commercial enterprises.

#### **WHY WORK WITH US:**

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- A high-paced and creative environment, where all team members have an opportunity to contribute. Our employees have the freedom to present new ideas and find creative solutions to help us drive our growth and continuous improvement model.
- Recently added a 25,000 sq feet State of the Art facility with a focus on Employee comfort and Safety.
- We're a family first company, that goes above and beyond for its family (employees) by providing a working environment that is value driven and focused on doing worthwhile work.
- We are a company that supports life-long learning. We support your personal and career development. We provide in-house courses, extensive training, and many other resources to enable our employees to achieve their personal goals and be successful in their careers.



- We believe in your potential. If you're looking to develop your expertise with learning opportunities and mentoring, we'll make that happen. Your growth path is in your hands, and you'll have ongoing meetings with your manager to help determine your path.
- At LTR Industries, we understand that experience comes in many forms. We're dedicated to adding new perspectives to the team - so if your experience is close to what we're looking for, please consider applying.

### **KEY RESPONSIBILITIES:**

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- **Team Integration and Leadership:** Foster a collaborative and supportive environment within the drafting team, becoming the primary go-to person for problem-solving and guidance. Ensure open lines of communication and mutual respect among team members.
- **Standard Operating Procedures:** Develop and implement SOP's for building standard products, ensuring consistency and efficiency in production. Maintain and update these procedures as needed.
- **Collaborative Meetings:** Actively participate in business meetings, providing creative input and ensuring that project estimates are aligned with production capabilities. Collaborate with sales, production management, and other key stakeholders
- **Quality Control:** Oversee quality control for drafting activities, ensuring that all drawings and documentation meet high standards of accuracy and completeness.
- **Ongoing Team Training:** Provide continuous training and development opportunities for the team, aligning training with departmental goals and addressing skill gaps.
- **Identify and Address Bottlenecks:** Proactively identify potential bottlenecks and challenges within the drafting department. Develop strategies to address these issues and improve workflow efficiency.
- **Technical Expertise:** Serve as a technical expert in Microvellum, including the ability to draft, set up software and troubleshoot issues. Maintain the flexibility to pivot to other software as needed.
- **Process Improvement:** Utilize critical thinking to identify areas of waste and inefficiency. Seek and implement improvements to enhance productivity and reduce waste, ensuring better production drawings and streamlined processes.



- **Strategic Development:** Collaborate with the Operations Manager to strategize and develop the drafting function.
- **Feedback and Continuous Improvement:** Actively engage in closing feedback loops with the team and other departments, ensuring that input is acted upon, and improvements are made in a timely manner.

## REQUIREMENTS:

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- **Experience:** 5+ years of relevant experience in drafting or design.
- **Software Proficiency:** Expertise in AutoCAD and Microvellum, with a strong ability to create, modify, and interpret detailed technical drawings and designs.
- **Interpersonal Skills:** Excellent interpersonal skills with the ability to communicate effectively with team members, stakeholders, and clients. Demonstrates empathy, respect, and constructive engagement in all interactions.
- **Feedback Capabilities:** Skilled in delivering constructive feedback, both positive and negative, in a manner that is supportive and encourages growth. Able to foster an environment where feedback is viewed as a tool for improvement rather than criticism.
- **Creative Design Mind:** Strong creative and conceptual skills with the ability to visualize and deconstruct complex designs. Capable of thinking outside the box to improve designs and processes.
- **Cabinet Making Experience:** Practical experience in cabinet making or related fields, with a solid understanding of the materials, techniques, and processes involved.
- **Cultural Fit:** Commitment to fostering a culture of mutual respect, collaboration, and continuous improvement. Ability to contribute positively to the team dynamic and align with the company's values and culture.

## JOB TYPE:

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- Full-time, Permanent



## WHAT WE OFFER:

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- Competitive salary and benefits package
- Bonus Potential
- Opportunities for professional development and growth
- A collaborative and innovative work environment.
- Company events – (Fun BBQ, Christmas parties, Celebrating birthdays)
- Free scrimmage hockey games every Friday from Sept-March.
- Start your weekends at 2pm on Fridays
- On-site parking
- Boot allowance

We provide a team atmosphere that fosters growth and critical thinking. Competitive compensation and a comprehensive benefit package await the right candidate.