



Title: Design Supervisor

Location: 37 Quarry Park Blvd SE, Calgary

At Sterling Homes, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

Job Overview

Reporting to the Design Manager, as the **Design Supervisor** you will oversee all activities of the drafting team to ensure accurate and timely completion of drawings for Customer and Spec plans.

Your day-to-day responsibilities will include:

- Creating an accurate and complete set of drawings including interior and exterior elevations. Specifying building materials required according to plan structure.
- Ensuring all structural drawings are designed in compliance with building codes and developer requirements, and are within budgets.
- Reviewing lot sizes, design layout and site plans for neighborhood placement to ensure requirements are met.
- Collaborating with clients and engineering consultants to finalize all construction plans, and updating drawings to reflect amendments when necessary.
- Overseeing building permit application process, and ensuring permits and approvals are obtained in a timely manner.
- Prioritizing and tracking construction projects as they pertain to the drafting department.
- Identifying, Implementing and teaching efficiencies for the betterment of the team.
- Providing drawings and renderings to Marketing department for the creation of marketing materials.
- Training and mentoring drafters and ensuring projects are prioritized appropriately.

As our ideal candidate, you are...

- A strong communicator; you clearly express your thoughts in conversation as well as write and present in a persuasive and influencing manner.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- A creative problem solver; you think outside the box for solutions without fear of failure.
- A leader; you develop or improve the skills of others through effective coaching and guidance.

Essential Requirements

- Diploma in Architectural Technology, or equivalent.
- Minimum 3 years of drafting experience in a supervisory position.
- Satisfactory verification of criminal record check.
- Proficient in Microsoft Office programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint), and Architectural Drafting Software (AutoCAD, SoftPlan, Revit).

What We Value

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Taking responsibility for the outcomes of decisions and actions.
- Consistently meeting customer expectation.
- Staying current with technical job skills.

Working Conditions

You primarily work in an office setting during regular business hours. Overtime may occasionally be required.

About Us

Sterling Homes, a single-family business unit of Qualico, has been building homes in Western Canada for over 60 years and providing outstanding service to homebuyers in many of Western Canada's finest communities. We are committed to providing the best new home experience possible by providing an unwavering commitment to quality of design, construction, and customer service. Sterling Homes operates in Edmonton, Calgary and Winnipeg. To learn more, click [here](#).

Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reasons to come to work every day.

Closing Date: September 13, 2024

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