DRAFTING TECHNOLOGIST

TRUE DEVELOPMENTS INC.

Job ID
11239

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LOCATION	DATE POSTED	EXPIRY DATE
210 - 9705A Horton Road SW, Calgary, AB| Alberta	03-11-2026	02-05-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 33.75 - 37.25 / hour depends on experience	2 years to less than 3 years	College, CEGEP or other non-university or diploma from a program of 1 year to 2 years

Job Details

True Developments Inc. is a Calgary-based commercial construction and development company. We work exclusively on commercial projects — construction, renovations, tenant improvements, design-build projects, and real estate development across Alberta since 2019.

We are inviting passionate and experienced individual joining us as Drafting Technologist and to grow together as a team.

Terms of Employment
• Full time, permanent
• 40 working hours / week
• Base wage $33.75 – 37.25 / hour depends on experience
• 2 weeks annual paid vacation
• Healthcare plan

How to Apply
Interested individuals please send full resume by email to ShaneOlin@truedevelopments.ca. Please identify your residency status in Canada in the application. We thank all applicants for their interest to be part of our team. However, only qualified candidates will be shortlisted and notified for interview.

Contact Information
Address : 210 – 9705A Horton Road SW, Calgary AB T2V 2X5
Website : https://truedevelopments.ca/

Job Description

Major Responsibilities
• Prepare, revise, and maintain architectural and construction drawings for commercial tenant improvements, interior fit-outs, landlord projects, and renovations using AutoCAD, SketchUp, and related drafting software.

• Develop floor plans, elevations, sections, construction details, schedules, and complete drawing packages for development permits, building permits, tendering, and construction in compliance with applicable codes and regulations.
• Create 3D models, digital visualizations, and photorealistic renderings to support design development, client presentations, leasing requirements, and project approvals.
• Conduct site measurements, verify existing conditions, and prepare accurate as-built drawings incorporating field changes and completed construction.
• Coordinate architectural drawings and technical information with structural, mechanical, electrical, and specialty consultants, ensuring compliance with landlord requirements, project specifications, and construction standards.
• Prepare quantity take-offs, material and finish schedules, technical documentation, and drawing revisions while supporting project managers with construction coordination, estimating, procurement, and project execution.
• Maintain drawing records, revision logs, and document control systems; research building codes and accessibility requirements; and recommend improvements to drafting standards, modeling workflows, and documentation procedures.

Job Requirements
• Diploma or degree in Drafting Technology, Architectural Technology, Building Technology, Construction Engineering Technology, or related discipline.
• Minimum two (2) years of relevant experience preparing construction drawings, permit applications, and technical documentation for commercial tenant improvements, interior fit-outs, renovations, or landlord projects.
• Proficiency in AutoCAD, SketchUp, and related drafting and visualization software, with demonstrated experience producing complete construction drawing packages, 3D models, and renderings.
• Sound knowledge of Alberta Building Code requirements, municipal permitting processes, accessibility standards, commercial construction methods, building systems, and construction documentation practices.
• Experience conducting site measurements, verifying existing conditions, preparing as-built drawings, and producing quantity take-offs, material schedules, finish schedules, and related technical documentation.
• Ability to coordinate drawings and technical information with consultants, contractors, landlords, suppliers, and regulatory authorities, supported by strong communication, organizational, and time-management skills.
• Proficiency in Microsoft Office Suite and digital document management systems, with the ability to manage multiple projects simultaneously and a valid Class 5 Driver's Licence for site visits.

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