DEFINITION:
Under general direction, performs a variety of difficult and responsible drafting duties in connection with the preparation of preliminary and final working designs and drawings and the preparation of related specifications for a variety of building construction maintenance and conversion projects; maintains all blueprint specifications and related construction documents for District property; performs related duties as assigned.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:
Depending upon assignment, duties may include, but are not limited to, the following:

1. Updates and maintain plans and drawings of District maintained buildings and facilities.
2. Prepares working drawings, maps, charts, facility alteration schematics, and schematics.
3. Provides detailed drawings and assists in preparing cost and time estimates for maintenance and remodeling projects.
4. Confers with Districts maintenance staff, college, clients, architects, engineers and contractors regarding construction problems, work schedules and deviations from specifications.
5. Makes annual updates of master utility and building plans; reviews changes in plans and specifications with District maintenance staff.
6. Inspects campus buildings and grounds to verify the location and identification of electrical, water, gas, voice/data, irrigation, and fire protection systems and components.
7. Maintains facility blueprint files for completeness and updates as-built files once project has been completed.
8. Performs related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. State and Federal building codes; Title 24, OSA Regulations and Handicap Accessibility requirements, UBC.
2. General draft methods, tools and symbols used in architectural, civil, mechanical, and electrical drawings.
3. Building materials, particularly as applied to school construction.
4. Basic principles of construction cost estimating.
5. Elementary principles of civil, structural and mechanical engineering.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Participate in appropriate training in hazardous materials handling, storage, and disposal; follow designated policy and procedures for Haz-mat identification, storage and disposal; maintain standards related to environmental compliance and personal health and safety as required.

3. Use a computer for entry and retrieval of information for work assignments.

4. Draft plans and specifications from detailed sketches and instructions.

5. Make appropriate modifications to existing drawings.

6. Prepare charts, graphs, and diagrams.

7. Read and interpret building plans, specifications and code compliance's.

8. Operate a blueprint machine.

9. Prepare correspondence to campus clients and outside vendors.

10. Establish and maintain cooperative working relationship with those contacted in the course of work.

Experience:

1. Two years in a drafting position with included modifying building plans or drawings.

2. Two years of maintaining facility blueprint files and updating as built drawings.

Education:

1. Associate of Arts degree or equivalent with emphasis on coursework in drafting technology, engineering, or related field.

Date Approved: March 1993
Range: L-48
EEO-Category: H-60