

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Architectural Drafting Specialist	REPORTS TO:	Maintenance Services Manager
DEPARTMENT:	Maintenance & Operations	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-41/CSEA 125 Salary Schedule

(Former classification: CAD Draftsperson/Librarian)

BASIC FUNCTION:

Under general direction of an assigned supervisor, prepare accurate detailed computer aided drawings from existing blueprints, sketches and field notes to meet the needs of the District; maintain library of District's contract documents including drawings, specifications, submittals and project as-built documentation; responsible for accurate updating of record documents in a reasonable, timely manner.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Prepare accurate detailed computer aided draftings from existing blueprints, sketches and field notes to assist in the creating of high quality buildings to serve the needs of students, sites, and the community. *E*

Collect and maintain current and future computer aided draftings from contracted architectural firms. *E*

Create CAD (computer aided draftings) server file hierarchy; collect as-built information to update and keep files current, including SP1A drawings; maintain accurate Plan Room organization of drawing and document filing system *E*

Organize all current and future drawings in a reasonable, timely manner to make accessible to Maintenance personnel, architects, engineers and Facilities Planning. *E*

Update drawings pertinent to current projects; make prints as necessary for management, supervisors and project managers. *E*

Develop master file for all District sites with the following priorities: identify and establish exact location of all underground utilities, gas, water, HVAC lines and valves, conduit lines for electric, computer, phone, fire detection, intrusion, PA, intercom, clock and other low voltage systems, etc.; update site plans in a reasonable, timely manner including labeling of buildings, rooms, portable buildings and district I.D. numbers; update architectural, electrical, and mechanical drawings. *E*

Develop, implement and maintain an electronic document system enabling the scanning and/or archiving of all existing plan room documents. *E*

Reproduce drawing and documentation copies as required. *E*

Issue, receive and maintain district contract documents including drawings, specifications, submittals and project as-built documentation. *E*

Assist authorized department personnel, consulting firms and contractors with distribution of contract documentation. *E*

Conduct site surveys/inventory as required. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: A two-year degree in drafting, utilizing AutoCAD and/or AutoCAD Light of experience and three years of experience in related area.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Construction practices, methods, specifications and materials.
AutoCAD and/or AutoCAD Light as related to construction industry, maintenance and repairs.
Computer file and retrieval processes.
Accurate record keeping techniques.
Computer software programs related to current work and other program including but not limited to word processing, spreadsheet, and Window file management.
Correct oral and written communication usage in English, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Communicate, understand and follow both oral and written directions effectively.
Work independently within scope of authority.
Establish and maintain effective relationships with a diverse range of people.
Read, interpret and navigate through construction drawings and specifications.
Work as liaison between architectural firms, Facilities Planning and Maintenance Department gathering and updating information.
Set priorities, short and long-term goals, for efficient management of Plan Room drawings and files.
Use Auto CAD software, computer hardware, printing/plotting systems and scanners.
Plan and organize to meet schedules and time lines.
Learn new or updated computer system/programs to apply to current work.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.
Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment; frequent interruptions; driving a vehicle to conduct work.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, dexterity to operate computers and other office equipment; vision to read drawings and documents; hearing and speaking to exchange information; sitting, standing; reaching overhead above the shoulders and horizontally and bending at the waist to retrieve files and materials; seeing to read a variety of materials; lifting heavy rolled up drawings.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

E= Essential Functions