



FACILITIES DRAFTING TECHNICIAN

SALARY GRADE: [C3-48](#)

DEFINITION:

Under general supervision, performs a variety of difficult and responsible drafting duties in connection with the preparation of preliminary and final working designs and drawings; responsible for 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.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Updates and maintains plans and drawings of District maintained building and facilities.
2. Prepares working drawings, maps, schematics, charts, and facility alteration schematics, utilizing standard reference materials.
3. Provides detailed drawings and assists in preparing cost and time estimates for maintenance and remodeling projects.
4. Works with District 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 project sites to make sketches, take and confirm measurements, take photographs; documents actual site conditions to aid in developing architectural designs.
7. Inspects campus buildings and grounds to verify the location and identification of electrical, water, gas, voice/data, irrigation, and fire protection systems and components.
8. Maintains facility blueprints for completeness and updates as-built files once project has been completed.
9. Uses safety equipment, supplies, and procedures to perform job duties as required; reports fire, sanitary and safety hazards and the need for repairs to appropriate administrator.
10. Responds to immediate safety and/or operational concerns for the purpose of taking appropriate action to resolve immediate safety issues and to maintain a functional educational environment; provides reports on activities as requested by appropriate administrator.
11. Stores and shelves equipment and other supplies in conformance with various local, state, federal, and district rules and regulations; maintains equipment in a safe operating condition; maintains preventive maintenance procedures, records, and reports.
12. Directs visitors and safeguards district property; adheres to all local, state and federal laws and regulations regarding safety and health.
13. Attends and participates in District and/or College provided training or information sessions; incorporates new information or technology into existing job duties.
14. Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. State and Federal building codes; Title 24, OSHA Regulations and Handicap Accessibility (ADA) requirements, Uniform Building Code (UBC).
2. General drafting 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, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Draft plans and specifications from detailed sketches and instructions.
3. Make appropriate modifications to existing drawings.
4. Prepare charts, graphs, and diagrams.
5. Read and interpret building plans, specifications, code compliance's, blueprints, technical manuals, charts and schematics.
6. Prepare correspondence to campus clients and outside vendors.
7. Maintain accurate records and reports on completed assignments.
8. Operate and maintain a variety of equipment and tools.
9. Understand and carry out oral and written instructions.
10. Observe safety requirements and safe work practices and methods as required.
11. Establish and maintain cooperative work relationships.
12. Work independently and under minimal supervision.

Education

Any combination equivalent to an Associate's degree with emphasis on coursework in drafting technology, engineering, or related field.

Experience

Two years in a drafting position which includes modifying building plans or drawings and two years of maintaining facility blueprint files and updating as built drawings.

License or Certification

Possession of a valid class C California driver's license.

WORKING CONDITIONS:**Environment:**

1. Indoor, office environment and outdoor environment, with climate changes.
2. Hazardous conditions.
3. Includes travel to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information.
2. Dexterity of hands to perform the tasks required of the position.
3. Sight in order to be aware of hazards and dangers found in the nature of the work.
4. Regularly stand, walk, and sit for extended periods of time.
5. Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
6. Climb ladders of varying heights.
7. Ability to maneuver in crawl spaces, attics, and utility tunnels.
8. Lift moderate to heavy objects up to 60 lbs.

Date Approved: December 2008