

FACILITIES AND DRAFTING TECHNICIAN

DEFINITION

To update and maintain plans and drawings of District buildings and facilities; to prepare working drawings, maps, charts, diagrams and facility alteration schematics; and to assist with estimating major maintenance and capital construction project costs.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Facilities Maintenance.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Review facility blueprint files for completeness and update as-built drawings as necessary.

Inspect campus buildings and grounds to verify the location and identification of electrical, domestic water, natural gas, telephone, irrigation, and fire protection systems and components.

Make annual updates of master utilization and building plans; review changes in plans and specifications with outside architects and engineers.

Assist in preparing cost and time estimates for major maintenance and capital construction projects; confer with District staff, architects, engineers and contractors regarding construction problems, work schedules and deviations from specifications.

Inventory equipment in building mechanical systems.

Assist with the establishment and modification of a computerized preventive maintenance system.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

General drafting methods, tools and symbols used in architectural, civil, mechanical and electrical drawings.

Basic knowledge of algebra, geometry and trigonometry.

Building materials and tools, particularly as applied to school construction.

Basic principles of construction cost estimating.

Elementary principles of civil, structural, and mechanical engineering.

Skill to:

Draft plans and sections from detailed sketches and instructions.

Make appropriate modifications to existing drawings.

Prepare charts, graphs and diagrams.

Skill to: (Continued)

Make detailed inspections of facilities and building equipment.

Read and interpret building plans and specifications.

Operate a blueprint machine.

Make arithmetical calculations quickly and accurately.

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

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Two years of experience drafting or modifying building plans and drawings.

Training:

Equivalent to completion of an Associate degree with emphasis on course work in drafting technology, engineering or a related field.