



## FACILITIES AND DRAFTING TECHNICIAN

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Technical/Paraprofessional	PEU Local 1	61	07/01/2017	Classified	1 of 2

### 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 supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to assigned staff.

### EXAMPLES OF DUTIES

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

- Reviews facility blueprint files for completeness and updates as-built drawings as necessary.
- Inspects campus buildings and grounds to verify the location and identification of electrical, domestic water, natural gas, telephone, irrigation, and fire protection systems and components.
- Makes annual updates of master utilization and building plans; reviews changes in plans and specifications with outside architects and engineers.
- Assists in preparing cost and time estimates for major maintenance and capital construction projects; confers with District staff, architects, engineers and contractors regarding construction problems, work schedules and deviations from specifications.
- Maintains inventory of equipment in building mechanical systems.
- Assists 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/Ability to:

- Draft plans and sections from detailed sketches and instructions.
- Make appropriate modifications to existing drawings.
- Prepare charts, graphs and diagrams.
- Make detailed inspections of facilities and building equipment.
- Read and interpret building plans and specifications.
- Operate a blueprint machine.
- Make mathematical calculations quickly and accurately.



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- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

### EXPERIENCE AND TRAINING

- Two (2) years of experience drafting or modifying building plans and drawings.

### EDUCATION/LICENSE OR CERTIFICATE

- Possession of an Associate degree from an accredited college with emphasis on course work in drafting technology, engineering or a related field, or the equivalent.

Adopted: 07/01/17