



NEW: 07/01/2019  
 Submitted: 05/14/2019

JOB TITLE:	DRAFTSMAN SCHOOL PLAN / INSPECTOR PROJECTS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8339
BARGAINING UNIT:	CLAP

**SCOPE OF RESPONSIBILITIES**

Prepares drawings and specifications for all District, in-house construction projects. Maintains facility record files, coordinates filing and storage of record documents (construction drawings, specifications, shop drawings and "as built"). Assists in field data collection, evaluation and inspection of completed projects for both in-house and contract work. Conducts research and data evaluation for construction material and/or products.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Reviews District projects to ensure a more safe traffic flow and for compliance with applicable building and highway codes

Assumes responsibility for design and construction supervision of paved areas (sidewalks, driveways, and parking areas)

Determines validity of change order requests for all concrete and asphalt areas

Maintains scale-size floor and site plan drawings and revises same to show all new changes to District facilities

Determines if contractor work meets the building codes and bid specifications

Assists architects, engineers and director in obtaining drawings and specifications for use in planning new construction or renovation

Produces and updates site plans and drawings

Maintains and operates copier for architectural drawings and building plan production

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

**MINIMUM QUALIFICATIONS**

High school diploma or G. E. D.

Valid driver's license

Effective communication skills

**DESIRABLE QUALIFICATIONS**

Two (2) years successful supervised drafting experience

Basic knowledge/understanding of building codes and/or regulations of various public agencies

Experience in a diverse workplace