



NEW:  
03/22/2016

JOB TITLE:	SCHOOL PLAN DRAFTSMAN
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 11
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8340
BARGAINING UNIT:	CLAA

#### 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-builts"). 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 insure a more safe traffic flow and for compliance with applicable building and highway codes.

Responsible 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.

Performs other duties as assigned by the Coordinator Grounds.

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. 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

#### DESIRABLE QUALIFICATIONS

Two (2). years successful supervised drafting experience

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