



PERSONNEL COMMISSION

Class Code: 0076
Salary Range: 33 (C2)

ARCHITECTURAL DRAFTING TECHNICIAN

JOB SUMMARY

Under immediate supervision, to do architectural, civil engineering, mechanical, and plumbing drafting in the preparation of working drawings; and to do related work as required; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Make detail-working drawings for the construction of additions or for the remodeling or alteration of existing structures. ***E***
- Revise plans for portable buildings and draw plans for their placement. ***E***
- Lay out and draw floor plans, elevations, and sections. ***E***
- Detail parts of structures and areas. ***E***
- Make drawings of furniture, equipment, and cabinet installations in buildings. ***E***
- Prepare scale plans, charts, and other illustrated material. ***E***
- Make routine evaluations and calculations. ***E***
- Prepare contract and equipment lists. ***E***
- Write or revise specifications. ***E***
- Maintain records and files. ***E***
- Make reports. ***E***
- May prepare electrical, plumbing, and heating drawings.
- May do field inspections during construction, alteration, or repair of projects.
- May make field investigations, take measurements, make sketches, and collect necessary data for building designs and alterations under specific direction.

*Note: At the end of some of the duty statements there is an italicized ***E***, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTIC

An Architectural Drafting Technician does architectural or civil engineering drafting. An Architectural Drafting Technician may occasionally assist engineers or surveyors in running lines or grades and may occasionally make field inspections of construction or remodeling projects.

EMPLOYMENT STANDARDS

Knowledge of:

Architectural and civil engineering nomenclature, symbols, customs, and practices.
Applicable engineering, building, sanitary, and safety regulations and codes.

Ability to:

Detail and make architectural, civil engineering, mechanical, and plumbing drawings.
Establish and maintain effective working relationships with others contacted in the course of work.
Make field inspections.
Operate a vehicle observing legal and defensive driving practices.

Training:

Equal to completion of high school, including or supplemented by training in architectural or civil engineering drawing.

Experience:

Three years in architectural or civil engineering drawing under a licensed architect, engineer, or building designer.

Any other combination of training and/or experience which demonstrates the applicant is likely to possess the required skills, knowledge, and abilities may be considered.

SPECIAL REQUIREMENTS:

Possession of a valid California Driver's license at the time of appointment.

WORKING ENVIRONMENT

Office environment.

PHYSICAL DEMANDS

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials and draw architectural plans.
Sitting for extended periods of time.
Walking to conduct field inspections.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

12/18/86

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