



PERSONNEL COMMISSION

Class Code: 0270
Salary Range: 37 (C2)

SENIOR ARCHITECTURAL DRAFTING TECHNICIAN

JOB SUMMARY

Under direction of the Construction Director, but with the exercise of considerable independent judgment, to prepare sketches, drawings, and specifications of construction projects; to supervise other Architectural Drafting Technicians; to carry out specific assignments involving the planning of construction of proposed buildings or the alteration or repair of existing structures; and to do related work as required.

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.

- Prepares, and supervises other drafting technicians in the preparation of preliminary and working drawings, calculations, estimates, and specifications for the construction, alteration, or repair of school buildings or facilities. Revamps existing drawings and specifications to meet the needs of other sites and situations. Confers with school officials, engineers, architects, contractors and government representatives concerning project plans and details. ***E***
- May make field investigations to determine existing conditions as related to project planning. ***E***
- Prepares work schedules and reports. ***E***
- Supervises the updating of as-built plans, working drawings, specifications and calculations and maintenance of plans files.

*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 CHARACTERISTICS:

The work performed in this classification will be of the same general nature as that done by the Architectural Drafting Technician except that the Senior Architectural Drafting Technician is a supervisor and will be assigned the more difficult and involved work which requires a higher level of ability, knowledge and the exercise of independent judgment to complete.

EMPLOYMENT STANDARDS

Knowledge of:

Architectural and civil engineering nomenclature; materials; symbols; customs; practices; applicable engineering, building, sanitary and safety regulations and codes.

Ability to:

Detail and make architectural and civil engineering drawings.
Make field investigations.
Supervise and review the work of subordinates.
Work effectively with others.

Education and Training:

Equivalent to completion of high school.

Experience:

At least five years recent paid experience in the preparation of plans and specifications for building projects (not to include residential or minor commercial buildings). This experience is to be under the supervision of a licensed architect or registered professional engineer.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Possession of a valid class C California driver license.

WORKING CONDITIONS

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.

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