

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Architectural Drafting Technician I	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Facilities Management	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	036 OTBS
<b>REVISED:</b>	March 17, 2009		

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**BASIC FUNCTION:**

Perform simple architectural and civil drafting duties.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Prepare simple architectural drawings. **E**

Prepare or revise small scale plot plans and standard drawings of furniture and equipment; draft floor plans and details. **E**

Prepare blueprints and specifications for distribution. **E**

Operate Ozalid or other plan duplicating machines. **E**

Prepare and distribute construction project schedules. **E**

Contact contractors, architects, inspectors, school personnel, and the public. **E**

May use CADD (Computer Aided Drafting Design) hardware and software.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from high school, including or supplemented by courses in mechanical drawing or architectural drafting, and one year of drafting experience.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Architectural nomenclature, symbols, and practices.  
Reading and writing English communication skills.

**ABILITY TO:**

Operate standard office equipment including microcomputers.  
Learn related software applications, such as CADD (Computer Aided Drafting Design) software.  
Use drafting instruments.  
Establish and maintain effective working relationships with others.  
Meet schedules and time lines.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office setting.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

**NOTE:** An incumbent in the job class of Architectural Drafting Technician I will be promoted to the next higher job class of Architectural Drafting Technician II upon certification by the department head and approval by the division head that the incumbent meets the minimum qualifications listed on the current class description of the higher job class and is regularly performing a majority of the higher level duties.

Revised 3.19.04—PeopleSoft  
Job Code 6561  
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