

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Architectural Drafting Technician II	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Facilities Management	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	043 OTBS
REVISED:	March 17, 2009		

BASIC FUNCTION:

Assist in the development of drawings, or check architectural plans and details for building construction, alteration, and remodeling.

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 detailed and complex 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**

Draw both preliminary and final site development plans. **E**

Make drawings of equipment, cabinets, and furniture. **E**

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

Use CADD (Computer Aided Drafting Design) hardware and software. **E**

Make routine calculations. **E**

Check working drawings. **E**

Prepare contract and equipment lists. **E**

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 three years 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.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Use drafting instruments.

Use CADD Software (Computer Aided Drafting Design).

Operate standard office equipment including microcomputers and related software applications.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Read, apply, and explain rules, regulations, policies, and procedures.

Establish and maintain effective working relationships with others.

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 II will be promoted to the next higher job class of Architectural Drafting Technician III 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 6562

FK