

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Architectural Drafting Technician III	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Facilities Management	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	047 OTBS
<b>REVISED:</b>	March 17, 2009		

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**BASIC FUNCTION:**

Work with and lead others on major architectural drafting projects or independently perform difficult and complex drafting tasks.

**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**

Coordinate and lead the work of drafting technicians engaged in the development of plans for major projects in new construction, remodeling, site development, and on large contracts for the construction of portable classroom buildings. **E**

Prepare preliminary design and final working drawings including cost estimates, specifications, and change order and addenda drawings. **E**

Make structural calculations. **E**

Investigate and recommend appropriate construction methods and building materials. **E**

Perform field work in site analysis, surveying, and supervision of construction in progress. **E**

Consult with school personnel and with private architects and contractors on construction plans and on work in progress; may confer with manufacturer's representatives. **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 architectural drafting, and four years of progressively responsible experience in architectural drafting.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Technical aspects of advanced architectural nomenclature, symbols, and practices.  
Correct English usage, grammar, spelling, punctuation, and vocabulary.

**ABILITY TO:**

Learn CADD Software (Computer Aided Drafting Design).  
Make construction cost estimates.  
Develop building material specifications, and define construction methods.  
Lead the work of others.  
Operate standard office equipment including microcomputers and related software applications.  
Establish and maintain effective working relationships with others.  
Plan and organize work.  
Meet schedules and time lines.  
Maintain records.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office environment.

**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 6563  
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