

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Landscape Drafting Technician	<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>ISSUED:</b>	November 12, 2002		

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**BASIC FUNCTION:**

Develop and draft plans pertaining to site development.

**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**

Perform field studies of topography, wind direction, and drainage problems. **E**

Detail plans for paving, drainage facilities, fences, walls, steps, and related construction details. **E**

Prepare planting and sprinkler system plans. **E**

Prepare plans for the location of outdoor play apparatus, diamonds, courts, fields, and other paved areas. **E**

Check working drawings. **E**

Operate Ozalid and other plan copying machines. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to completion of college level courses in landscape drafting and three years of landscape drafting experience.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Sprinkler system design.

Reading and writing English communication skills.

**ABILITY TO:**

Design and draw clear, comprehensive plans using proper drafting techniques.  
Interpret topographical maps.  
Establish and maintain effective working relationships with others.  
Plan and organize work.  
Meet schedules and time lines.  
Read, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environments.

**PHYSICAL REQUIREMENTS:**

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

Revised 4.2.04—PeopleSoft  
Job Code 6585  
PH