
Position:	Computer Assisted Drafter (CAD)	FLSA:	Non-exempt
Department/Site:	Maintenance	Salary Grade:	19
Reports to/Evaluated by:	Maintenance Manager Skilled Maintenance Team Leader	Salary Schedule:	Operations

SUMMARY

Under general supervision, the purpose of the position is to perform a broad variety of drafting duties utilizing Computer-Aided Design/Drafting (CAD) in preparation of architectural, mechanical, civil and electrical drawings. Employees in this classification perform at entry professional level and are responsible for executing surveying, engineering support work and drafting functions. Work includes preparing preliminary drafts of construction projects, preparing and generating accurate and detailed records of engineering & site data. The employee is expected to exercise considerable judgment and initiative in the performance of job duties.

DISTINGUISHING CAREER FEATURES

General direction from Plant Operation Management. Ability to work independently and work off of rough notes or sketches to perform CAD drawings.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Analyzes and prepares complete and detailed designs, including new construction, building alterations, mechanical, and electrical systems.
- Utilizes accepted engineering formula to compute proper dimension drawings in preparing lists of materials determined from dimensioning calculations made from scale drawings, and in determining alternatives of design such as size, type of use, and function.
- Determines acceptable material substitutes.
- Analyzes, evaluates, designs draft preliminary and construction documents and administers those plans.
- Provides district personnel and consultants with existing building plan information.
- Drafts and maintains CUSD site maps for in-house use and for consultants. Organizes, manages, and maintains as build drawing files.
- Prepares construction cost estimates for simple construction or alteration projects.
- Prepares construction documents and drafts project specs for public bid process as well as for in-house use.

- Conducts field investigations taking on-site measurements, making sketches and collecting data such as specifications for laying out parking lots and athletic fields, alterations, improvements, maintenance and repair of buildings and facilities and as-built status of completed projects.
- Modifies master campus building and utility drawings on CAD to reflect the as-built condition.
- Maintains master file and provides authoritative information and interpretation of the contents of these files for specifications material substitutions, location of utilities. e.g., to maintenance workers, off-campus bidders on construction projects, faculty, staff, and students.
- Inputs and maintains floor plans, site plans and site maps on Auto CAD. May prepare maps, charts and tracings.

QUALIFICATIONS

Knowledge and Skills: Comprehensive knowledge of the drafting methods, materials, techniques, instruments and symbols used in architectural, mechanical, civil, and electrical drawings; general knowledge of engineering mathematics; thorough knowledge of the calculation of difficult dimensioning and the methods used in quantity estimating; working knowledge of the various materials used in building construction; working knowledge of the laws, ordinance and other regulatory applicable to building construction, maintenance and repair. Ability to use CAD software and computer and print systems.

Abilities: Plot drawings from field notes, work independently and complete difficult drafting assignments. Legibly and accurately draft detailed architectural renderings, drawings and design; analyze space requirements. Ability to make clear and concise oral and written reports. Plan, direct and supervise the work of others. Understand Title 24 energy conservation and Title 8 safety regulations. Establish and maintain cooperative working relationships with staff, faculty, students and others. Traverse to roofs, basements and all HVAC equipment.

Education and/or Experience: AA degree with extensive coursework in drafting technology or a related discipline or equivalent; supplemented by one (1) year training or experience using CAD systems or equivalent; two (2) years of specialized drafting experience; four (4) years of progressively responsible architectural drafting experience including two years at the journey level preparing complete design and construction drawing documents for minor construction projects or for the modification of existing structures or systems, or equivalent.

Licenses: Valid California driver's license required.