

CLOVIS UNIFIED SCHOOL DISTRICT

Job Description: Computer Assisted Drafter (CAD)

Salary Grade: 19

Salary Schedule: Operations

Department: Maintenance

Reports to/Evaluated by: Maintenance Manager Skilled

FLSA: Non-exempt

SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Analyzes and prepares complete and detailed designs for new construction, building alterations, mechanical, and electrical systems.
- Utilizes accepted engineering formulas to compute proper dimension drawings, determine lists of materials from dimensioning calculations, and determine design alternatives such as size, type of use, and function.
- Determines acceptable material substitutes.
- Analyzes, evaluates, and 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-built drawing files.
- Prepares construction cost estimates for simple construction or alteration projects.
- Prepares construction documents and drafts project specifications for the public bid process as well as for in-house use.
- Conducts field investigations, taking on-site measurements, making sketches, and collecting data.
- Modifies master campus building and utility drawings on CAD to reflect as-built conditions.

- Maintains a master file and provides authoritative information and interpretation of the contents of these files.
- Inputs and maintains floor plans, site plans, and site maps on AutoCAD.
- May prepare maps, charts, and tracings.

QUALIFICATIONS

- **Knowledge of:** Comprehensive knowledge of 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 laws, ordinances, and other regulations applicable to building construction, maintenance, and repair. Ability to use CAD software and computer and print systems.
- **Ability to:** Plot drawings from field notes. Work independently and complete difficult drafting assignments. Legibly and accurately draft detailed architectural renderings, drawings, and designs. Analyze space requirements. 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 Experience:** An AA degree with extensive coursework in drafting technology or a related discipline or equivalent. Supplemented by one year of training or experience using CAD systems or equivalent. Two years of specialized drafting experience. Four 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/Certificates:** A valid California driver's license is required.