

JOB TITLE: DRAFTSPERSON

JOB DESCRIPTION:

This employee is responsible for generating Auto CAD documents for minor construction, remodeling or maintenance projects within the District. This individual will perform drafting services for the New Construction and Facilities Operations Department, as well as for the Maintenance and Facilities Services Department and assist in the project permitting process. This individual will be responsible for the organization and maintenance of the archive plans, project manuals, project specifications, construction documents and project correspondence.

Duties of this position include but are not limited to:

1. Carrying out duties assigned by the Director of New Construction and Facilities Operations, Project Facilitator, Facilities Specialist and/or Chief Building Official.
2. Producing Auto CAD construction drawings and related specification documents for the New Construction and Facilities Operations Department, and the Maintenance and Facilities Services Departments.
3. Making field trips as necessary to conduct field observation exercises throughout District facilities to verify FISH numbers, check building/room arrangements, inspect for fundamental code compliance and to collect information for drafting purposes.
4. Making occasional field trips to construction sites for the purpose of filing progress reports of work completed.
5. Assisting other New Construction and Facilities Operations and Maintenance and Facilities Services personnel in the performance of normal office work.
6. Maintaining construction catalog files, educational specifications and project specification manuals.
7. Helping maintain construction project files.
8. Filing construction project progress reports.
9. Maintaining current construction documents and archival construction plans and documents.
10. Overseeing the scanning and digitization of construction documents and plans for all District facilities.
11. Reviewing construction documents and plans submitted by design services professionals for; code compliance, completeness and adherence to District specifications.
12. Developing a complete inventory of Auto CAD floor plans for every facility in the District to meet the requirements of the Safe Schools Legislation.
13. Performing other duties as assigned.

REQUIRED QUALIFICATIONS:

1. Minimum of one year technical drafting experience in the office of a practicing architect, structural engineer or other business utilizing the Auto CAD drafting software system.
2. Possess basic understanding of mathematics as it relates to the duties of this position.
3. Possess the ability to produce precise Auto CAD scaled architectural drawings without detailed or constant supervision at an industry recognized rate of productivity.
4. Possess proficiency in technological hardware devices and software programs.
5. Possess the ability to participate as a team member and to work cooperatively with other department personnel.
6. Possess proficient communication and writing skills as they relate to the duties of this position.
7. Possess a valid Florida Drivers license.

DESIRED QUALIFICATIONS:

1. Certified uniform building code inspector, educational facilities inspector or inspector certified under the provision of the Florida Building Code.
2. Minimum of two years in an architectural curriculum at an accredited institution or successful completion of an Auto CAD training program.
3. Construction related work experience.