



<b>Position Title:</b>	Drafter II	<b>Job Code:</b>	4212-00E
<b>Reports To:</b>	Drafting and Graphics Coordinator	<b>Job Group:</b>	SNE
<b>Department:</b>	Facilities Management	<b>Salary Grade:</b>	8
<b>Prepared By/Date:</b>	Jennifer C. Brito/5-4-2009	<b>FLSA Status:</b>	Non-Exempt
<b>Approved By/Date:</b>	Curtis Reynolds/4-29-2010		
<b>Revised:</b>			

### **Summary:**

The Drafter performs technical work in architecture/ engineering drafting, utilizing general experience in all phases of construction. Areas of responsibility include project document closeout management; plans inventory control, project management drafting support, state reports support, planning and project graphics and assisting in the preparation of design drawing CAD.

### **Essential Duties and Responsibilities:**

- Plans inventory control, including receiving and logging in plans, specs, and shop drawings for facilities projects
- Project closeout management, including review and processing project plans submittals, manuals and specifications
- Assists in preparation of design development drawings, construction documents and specifications; reviews furniture plans and specifications prepared by outside consultants and prepares furniture layouts and specifications for in-house projects
- Updates Facilities Management Database, including projects and plans files information
- Maintains and organizes Facilities Management plan files
- Updates the Colleges facilities floor plans
- Provides copies of plans of outside contractors and in-house staff
- Prepares project-related memos and correspondence and state reports
- Performs other duties as assigned

### **Knowledge, Skills and Abilities:**

- Working knowledge of construction terminology required
- Must be able to function in a team setting, perform on-site inspections of construction, renovations and remodeling projects
- Must be able to interact with personnel at all levels in a professional and positive manner
- Strong organizational skills
- Good written and verbal communication skills

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is regularly required to stand and walk, sit and reach with hands and arms.

The employee must occasionally lift and/or move up to 15 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associate degree in Architecture or related field from an accredited college or two (2) years engineering mechanical/ electrical drafting experience.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name