



Position Title: Part-Time Drafter II
Job Code: 8402-00E
Reports To: Drafting and Graphics Coordinator

Grade: C8
FLSA: Non-Exempt

Job Description:

The Part-Time 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.

Duties & 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
- Update Facilities Management web page design for access privileges and new information upload.
- 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

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:

- Associate degree in Architecture or related field from an accredited college or three (3) years engineering mechanical/ electrical drafting experience.
- 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
- Strong knowledge and familiarity with AUTOCAD including recent releases.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name