



Classification Summary

Designs and prepares complete construction drawings, specifications, site plans, material schedules, and cost estimates for both new buildings and repair or alteration of existing facilities. Plans are developed from information gathered by the employee through field observations; from notes and sketches; and from conversations with those who will be using the completed facility. Perform related work as required.

Distinguishing Characteristics

This classification is at the working/experienced level and is distinguished by the responsibility for researching and gathering information necessary for drafting architectural plans, the frequent contacts with persons outside the work unit to gather the information on design requirements, and the independent nature of the work in developing building drafts and drawings where employees receive only general supervision.

Supervisory Relationships

Employees in this classification work under the general supervision of a licensed architect, engineer, or facilities management supervisor who reviews completed drawings for technical accuracy. Guidelines used by employees in this classification include Federal, State, and local building codes and regulations, the Uniform Building Code, agency rules and procedures, architectural graphic standards, and estimating guidelines.

Examples of Duties

(Any one position may not include all of the duties listed nor does the listed examples include all tasks found in positions of this classification.)

1. Prepares complete construction drawings and specifications.
2. Confers with clients and facility users to obtain information about their specific requirements.
3. Conducts field observations and calculates measurements and dimensions to adapt structures to sites.
4. Reviews architectural and engineering sketches and uses drafting equipment to draw floor plans, site plans, elevations, and section details.
5. Updates, records, revises, and maintains site maps and plans of buildings as permanent records. May inspect projects under constructions to determine adherence to drawings and specifications.
6. Identifies materials and computes an estimate of their cost; uses various reference sources to determine labor costs and estimates the total cost for projects.
7. Maintains regular and prompt attendance.
8. Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

1. Knowledge of, and proficiency in, applied techniques and applications in the preparation of construction documents, drawings, and designs.
2. Knowledge of principles and practices of architectural design and proficiency in production drafting.
3. Knowledge of construction practices and materials; building codes, and regulations.
4. Knowledge of, and proficiency in, techniques in estimating projects and costs.
5. Ability to read and interpret architectural and engineering sketches and notes. Ability to read and understand blueprints and technical data.
6. Ability to communicate effectively, both orally and in writing. Ability to understand non-technical communications (from space/building users) and transform information into technical data.
7. Ability to prioritize and perform multiple tasks to meet production deadlines.

Minimum Qualifications for Class Entry

1. Graduation from a two year college program in Architectural Drafting or related field and four years of drafting experience under the supervision of a licensed architect or engineer. A college degree in Architecture or Engineering may be substituted for two years of the applied experience.
2. Experience with the Computer Aided Design (CAD) system desirable.