

DRAFTING SPECIALIST

Class Code: 7412

TITLE: Drafting Specialist
Grade 17

REPORTS TO: Director Maintenance

SUPERVISES: N/A

JOB FUNCTION: Prepare drawings and specifications for District, in-house construction projects; maintain facility record files, coordinate filing and storage of record documents; assist in field data collection, evaluation and inspection of completed projects for both in-house and contract work; conduct research and data evaluation for materials and products.

DUTIES AND RESPONSIBILITIES:

- Assist in the design, planning and drawing of plans and writing of specifications for new construction and renovation.
- Maintain and revise scale-size floor and site plan drawings; demonstrate changes to the facilities.
- Maintain record files of tracings, prints, blueprints, specification books and shop drawings.
- Assist architects and engineers in obtaining drawings and specifications for use in planning new construction or renovation work.
- Assist in field inspection of contract new construction and renovation work.
- Operate and maintain blueprint machine.
- Participate in project review meetings with the State Department of Education staff and maintain contact with staff for project documentation.
- Perform other duties as assigned.
- Maintain regular attendance.

DRAFTING SPECIALIST

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Architectural drafting methods and practices.
- Blueprinting involving drawings, tracings and sketches with appropriate computations.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Basic research methods.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Proper methods of storing equipment, materials and supplies.
- Technical aspects of field of specialty.

ABILITY TO:

- Prepare architectural drawings according to design specifications.
- Assist in field inspection of construction projects.
- Understand and follow oral and written directions.
- Maintain routine records.
- Learn, apply and explain policies, procedures, rules and regulations.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Determine appropriate action within clearly defined guidelines.
- Meet schedules and time lines.

PHYSICAL DEMANDS

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 75 pounds
- Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

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EDUCATION AND EXPERIENCE:

- High school diploma or G.E.D. Certificate
- One year related drafting experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Original Date:01/20/99

Revision Date: 07/01/2011

Revision Date: 07/01/2012

Revision Date: 12/2014