

Technician, Architectural Drafting

FLSA Status:

Non-Exempt

Salary Grade, if non-union:

SG15

Pay Grade, if union:

Non-Union or Specific Collective Bargaining Agreement:

Non-Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform responsible technical duties in architectural drafting and design.

Essential Functions of this Job

Responsible for the preparation of construction documents for minor construction projects/work orders for school district building projects using Computer Aided Drafting (CAD). Investigates and researches how the building functions in relationship with the needs of the occupants. Utilizes information obtained to prepare architectural design documents. Performs fieldwork using transit and other measuring or testing instruments to determine existing conditions. Coordinates project design with school officials, material suppliers, building contractors, and construction personnel. Verifies and maintains as-built archive drawings of all district facilities. Maintains Florida Inventory of School Houses (F.I.S.H.) database on the Department of Education's website. Assigns F.I.S.H. numbers and updates the District's F.I.S.H. reports and maps for both permanent and relocatable structures. Annually provides a copy of updated drawings for all law enforcement agencies and fire departments having local jurisdiction over all educational facilities in the district as required by Florida Statutes.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Thorough knowledge of the principles, practices and techniques of architectural drafting design. Skill in the use of drafting and related equipment. Considerable knowledge of mathematics through trigonometry and its application to engineering computations. Ability to calculate quantities and material estimates. Ability to read and interpret civil engineering documents. Considerable knowledge of construction methods, practices and materials. Trained and proficient in the use of Computer Aided Drafting (C.A.D.) techniques in the application of producing construction documents. Ability to effectively communicate with school personnel, material suppliers and construction personnel. Ability to climb stepladder to inspect construction projects and roofs. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements Graduation from an accredited high school or satisfactory completion of the General Education Development (GED) required. Minimum two years' of formal technical training at a community college or technical school. Five years' minimum experience in drafting and architectural design, with all of it on AutoCAD.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions and outdoors at times. Requires sitting, standing, and the ability to lift, carry, move and/or position objects frequently weighing up to 20 pounds, and infrequently weighing more than 20 pounds. Requires travel to schools and work locations within the District.

Local Code:

4441

EE05:

50

Approval Date:

Tue Jun 08 2004 00:00:00 GMT-0400 (Eastern Daylight Time)

Date Last Revised:

5/4/2015