



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Computer Aided Drafting (CAD) Draftsperson D
JOB CODE: SS-046.4
CLASSIFICATION: Non-Exempt
PAY GRADE: 21
BARGAINING UNIT: BTU-TSP
REPORTS TO: Coordinator, Florida Inventory School of Houses (FISH) or Designee
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To primarily utilize Building Information Modeling (BIM) Revit software, or AutoCAD software, when necessary, to generate accurate and detailed Florida Inventory of School Houses (FISH) related drawings of Broward County Public Schools (BCPS) school and administrative facilities. Verify, prepare, and update the BCPS AutoCAD building floor plan and site plans BIM or AutoCAD FISH related drawings, consistent with the current established Facility Planning & Real Estate Departmental standards, which are in BIM Revit or at a minimum, AutoCAD FISH format before filing in BCPS FISH database.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Computer Aided Drafting (CAD) Draftsperson D shall carry out the performance responsibilities listed below.

- Generate FISH related building floor plan and site plan drawings for BCPS schools and administrative facilities utilizing BIM Revit or as necessary AutoCAD.
- Determine FISH data from architectural/as-built drawings and construction documents prepared by architects and engineers for new construction, renovations, and building additions in BCPS.
- Conduct field inspections of BCPS school and administrative facilities to ascertain on-site conditions and accuracy of the footprints and special layouts as it relates to the BIM Revit or AutoCAD building floor plan and site plan FISH related drawings.
- Verify, prepare, and update building floor plan and site plan FISH related drawings consistent with the current established Facility Planning & Real Estate Departmental standards, which are in BIM Revit or at a minimum AutoCAD format before filing in BCPS FISH database.
- Assist as directed in coordinating with pertinent stakeholders in the generation, update, and maintenance of generic educational specifications for BCPS elementary, middle, high schools, and centers.
- Assign FISH numbers to buildings and rooms.
- Survey all existing facilities in BCPS and coordinate with other pertinent department and BCPS personnel to keep BCPS FISH data current.
- Conduct as directed on site investigations and surveys to keep up-to-date BCPS facilities plans which include but are not limited to portables, playgrounds, playfields/courts, parking, mechanical, and hurricane shelters.
- Assist as directed, school principals with the coordination and installation of FISH numbers.
- Assist in conducting and implementing the Facility Planning & Real Estate Department space planning process, by utilizing BIM Revit or AutoCAD, when necessary, to conduct spatial analysis and planning of the desired administrative office/cubicle layout and to determine if the requested relocation is practical and feasible.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned associate degree from an accredited institution in architecture, interior design, or civil engineering, or related field with a degree in structural; or electrical engineering, or building construction.

Or

- Sixty (60) hours or more of course credits, and a certificate in AutoCAD – Advanced or an equivalent certificate in AutoCAD.

And

- A minimum of one (1) year with the last two (2) years of work experience using BIM Revit or in a related field with demonstrated knowledge of utilizing BIM Revit.
- A minimum of one (1) year of recent experience in AutoCAD or in a field related to the title of the position.
- Example(s) of work generated in AutoCAD and BIM Revit.
- Effective written and verbal communication skills.
- Computer skills are required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Bachelor's degree from an accredited institution in architecture, interior design, or civil engineering, or a related field with a degree in structural, or electrical engineering, or building construction.
- Bilingual skills.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Frequent contact with the Coordinator, Florida Inventory of School Houses (FISH), Space Planning Analyst, principals, architects, engineers, and BCPS project managers in order to provide and receive information regarding the school's inventory on construction and other related matters. Generate as needed, BIM Revit format or AutoCAD drawings for each elementary, middle, and high school, centers, and vocational facilities.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board policy.

ER88-89-5 Approved: 6/6/89 &

Adopted: 7/18/89

Board Adopted: 12/16/03

Board Approved: 06/21/11

Board Adopted: 08/02/11

Board Approved: 6/18/24