

EMPLOYEE NAME: _____

Created: 9/01; Revised: 2/03; 5/07; 4/08:10/12; 6/18 ;10/23

JOB DESCRIPTION

POSITION TITLE: Design Draftsman Technician	JOB CODE: 474B
DIVISION: Operational Support	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Maintenance Services	WORKDAYS: Annual Operational Employees
REPORTS TO: Assistant Director, Maintenance Services	PAY GRADE: Rank VII (NCT7)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Supports Maintenance staff with all matters pertaining to maps, blueprints, architectural drawings, design review feedback, Auto CAD and updating and maintaining databases.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or HSE required; post-secondary school Auto CAD (Computer Aided Drawing) training required
2.	Certification/License Required: Valid Georgia driver's license; Auto CAD 2000 or higher certification
3.	Experience: Minimum of 2 years' experience in commercial and construction planning required; experience with used Geographic Information System (GIS) preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; walking, standing, kneeling, negotiating stairs and ladders, lift and transport 50 pounds over short distances
5.	Knowledge, Skills, & Abilities: Written and oral communication; working knowledge of designing plans and specifications; skilled in Auto CAD drafting and proficiency with current Auto CAD Release; ability to collect, organize and disseminate plans related media to departmental personnel

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assists maintenance, fabrication, construction, engineering, craftsmen and contracting personnel in interpretation, duplication and creation of complete maps, blueprints and architectural drawings using computer assisted design techniques.
3.	Supports the maintenance department needs by scanning, digitizing, and organizing all achieved hardcopy inventories into a desired softcopy format and maintains hardcopy plans, drawings, images and specification documents in the maintenance defined storage area.
4.	Provides periodic 24 hours a day, seven days a week on-call support.
5.	Receives and prioritizes plans and maintains a neat and organized drafting room based on immediate supervisor's direction.
6.	Reviews, maintains, and updates project hardcopy and softcopy information to establish a complete set of "As Built" drawings.
7.	Develops aerial site digital images and overlays for various disciplines.
8.	Develops small-scale building and site plans, i.e., emergency cut off locations, water lines, sewer, etc. to support maintenance operations.
9.	Promotes good relations and displays a positive image with customers, the public and peers.
10.	Coordinates and notifies Maintenance of plans for review and comment.
11.	Completes and submits all paperwork for computerized maintenance database, as well as to meet all State and local requirements, in an accurate and timely manner.

12.	Maintains the proper parts inventory on premises to meet the majority of assigned maintenance work requests. Returns any parts overages to inventory.
13.	Initiates and completes assigned projects in a timely and accurate manner.
14.	Reads blueprints, schematics and building plans.
15.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____