



JOB FAMILY CONCEPT

This family consists of three levels of drafting work. Level three is distinguished from lower levels by responsibility for assigning, coordinating, and overseeing of work of lower level positions and/or serving as a senior-level expert. This job family is distinguished from the engineering professional family in that its main responsibility is drafting support for the professional engineers. The drafting job family addresses responsibility for the following functions:

- Producing Architectural, Civil, Mechanical, and Cartographic Drawings
- Maintaining Electronic and Physical Documentation for Capital Assets
- Designing, Maintaining, and Directing the Support of Facilities Records System

Positions provide professional drafting and planning expertise, guidance, and technical assistance. This job family covers several areas of drafting and records management expertise including:

- Computer Aided Design and Drafting
- Graphic and Presentation Software
- Geographic Information Systems
- Software Coordination
- Records and Data Management

TYPICAL FUNCTIONS

The typical functions listed are typical examples of work performed by positions in this job classification. Not all functions assigned to every position are included, nor is it expected that all positions will be assigned every typical function.

- Prepares clear, complete and accurate drawing packages for bidding purposes, detailed drawings and as-builts from rough or detailed sketches, notes and red-line markups provided by engineering and architectural staff, operations/maintenance personnel and private contractors. Participates as a design team member to solve design questions and issues.
- Electronically generates and updates facility inventory CAD drawings/documents of all university buildings and property improvements by incorporating as-built packages that utilize CAD and Microsoft Office software as well as field surveys.
- Coordinate and conduct biennial space inventory and function use survey according to the federal Office of Management and Budget for determining facilities cost rates applicable to grants, contracts and other agreements.
- Maintains space inventory records for developing capital improvement requests, assessing campus needs, maximizing space utilization, repair and renovation assessments, preventative maintenance scheduling and for all other reporting requirements.



- Organizes and maintains map files containing original construction drawings, as-built documents, shop drawings, facilities inventories, topographic data of all completed, current and future projects. Maintain database of records.
- Design, develop, maintain, and implement technical and construction industry material libraries and their associated databases for assisting project materials and equipment selection. Develop and maintain a control/tracking/inventory/disposal database for operation and maintenance manuals.
- Coordinates CAD/GIS/Graphic Software and Hardware Purchase, Installation, Upgrades, Maintenance, Training and Troubleshooting.
- Provides training, guidance, expertise, and assistance in CAD and GIS operations to professional and/or technical staff.
- May serve as a team leader and/or supervise drafting staff.
- Manage the operation and maintenance of records and information systems of construction project contract files in conformance with legal requirements and business needs of the department. Establish and maintain records management standards and policies (including retention and disposition schedules) by the implementation of database.

LEVELS AND COMPETENCIES

The primary distinction between levels is reflected in the Level Descriptors. As levels increase, scope, complexity and degree of independence increase. Higher levels may perform duties of lower levels. Education and experience are stated at the minimum threshold for the level. Additional education or experience may be desirable for some positions.

Level 1

PCLS: 04021

Grade 76

Non-Exempt

Descriptors

Positions at this training level perform basic to intermediate level tasks requiring the application of GIS and CAD software along with database and records management. Assignments require a basic understanding in all of the drafting disciplines. Work is initially performed under direct supervision progressing to general supervision as incumbent develops proficiency. The supervisor defines tasks and sets priorities and deadlines. Work is oriented towards continued skill development and productivity. Difficult problems or issues are referred to a higher level.

Knowledge, Skills, and Abilities

Basic knowledge of CAD/GIS and presentation software. General knowledge of construction methods and current building construction codes. Ability to understand and extract space data from architectural and engineering drawings and communicate technical information to non-technical personnel. Knowledge of databases, spreadsheets and records management software. Ability to operate large format engineering imaging systems and plotters.



Education and Experience

Entry level experience in public sector records management and/or basic coursework in records and database management, library science or information management. Six months relevant experience in Cad/GIS or completion of six semester or nine quarter hours in computer assisted drafting, design, planning, geomatics, or mechanical drawing course work, or an equivalent combination of training and experience.

Level 2
PCLS: 04022

Grade 77
Non-Exempt

Descriptors

Positions at this level perform tasks requiring the full application of GIS or CAD software along with database and records management. Assignments require a broad level of knowledge in all of the drafting disciplines. Work is performed under intermittent supervision. Incumbent plans and carries out work, resolves problems in accordance with policy and accepted practice. Supervisor sets objectives and priorities. May lead* or train others; may serve as a project or team leader.

Knowledge, Skills, and Abilities

Demonstrated in-depth knowledge of CAD/GIS and presentation software. Specific knowledge of construction methods and current building construction codes. Demonstrated ability to understand and extract diverse data from architectural and engineering drawings and communicate technical information to non-technical personnel. Knowledge of real property inventory and record systems, facilities planning, and managing systems. Advanced knowledge of databases, spreadsheets, and their management. Working knowledge of data management tools and software. Ability to lead* and train others.

Education and Experience

Two years relevant experience (including records and database management), an Associate Degree or Certificate in Drafting Technology with an emphasis in architecture or civil engineering, or an equivalent combination of training and experience.

Level 3
PCLS: 04023

Grade 78
Non-Exempt

Descriptors

Positions at this level require expert-level knowledge of GIS and CAD software along with database and records management. Supervises* drafting staff and/or serves as a senior expert/specialist. Work is performed under administrative supervision. Supervisor sets overall objectives and resources. Incumbents organize, prioritize, and implement their own activities and work. Incumbents resolve conflicts, coordinate work with others and interpret policy.

Knowledge, Skills, and Abilities

Expert-level knowledge of CAD/GIS, presentation and project management software, construction methods and current building construction codes. Demonstrated ability to understand and extract



space data from architectural and engineering drawings and communicate technical information to non-technical personnel. Knowledge of real property inventory and record systems, facilities planning, and managing systems. Expert working knowledge of all tools of database operations, spreadsheets, and their management. Ability to analyze business needs and existing information systems, develop and implement recommended new procedures, systems and programs as to the improvement of efficiency. Ability to supervise*, lead work teams and manage projects.

Education and Experience

Four to five years relevant experience (including experience in the development and management of record and information management) and an associate degree in Architecture, Engineering, or Drafting Technology, or an equivalent combination of training and experience. Extensive experience using CAD and GIS software and working in the drafting field may be substituted in lieu of degree or certificate.

- * Lead: Provide day-to-day guidance, training and direction for staff in addition to other duties. Regularly assign and review work. Is fluent in assigned area of responsibility.

Supervise: Hire, train, evaluate performance and initiate corrective action.