

San Diego Community College District

NANC JOB DESCRIPTION

Title: Architectural Draftsperson

Unit: Non-Academic/Non-Classified Service

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Job Code: N1060

Original Date: 04/2018

Last Revision: 04/2018

Staff Type: NANCE

FLSA status: Non-Exempt

FUNCTION:

Under the direction of an assigned supervisor, prepare detailed drawings of architectural designs and plans for buildings and structures according to provided specifications.

DESIRABLE QUALIFICATIONS:

Knowledge of design techniques, tools, and principles used in production of precision technical plans, blueprints, drawings, and models and materials, methods, and tools involved in the construction of buildings. Ability to operate computers and business-related software, including computer-aided drafting (CAD) software; communicate effectively both orally and in writing; and establish and maintain effective working relationships with others. Sufficient training and experience to satisfactorily perform assigned duties.

TYPICAL DUTIES INCLUDE:

- Operate computer-aided drafting (CAD) equipment or conventional drafting station to produce designs, working drawings, charts, forms, and records.
- Draw rough and detailed scale plans based on preliminary concepts, sketches, engineering calculations, specification sheets, and other data.
- Lay out and plan interior room arrangements using computer-aided drafting (CAD) equipment and software.
- Obtain and assemble data to complete architectural designs, visiting job sites to compile measurements as necessary.