

TITLE: <u>Drafter</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA547</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY GRADE: <u>6</u>	EEO CODE: <u>50</u>
	FLSA: <u>Non-Exempt</u>	E- CLASS: <u>SA</u>

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**POSITION PURPOSE**

Maintain blueprints of University facilities to enable people working in campus buildings to see floorplans and structure. Utilize knowledge of computers and programs to keep building account databases and recreate building layouts to scale.

**ESSENTIAL JOB FUNCTIONS**

- Reproduce architectural blueprints on computer. Use computer-aided design (CAD) program to create full-scale models of University buildings; remeasure blueprints drawn to 1/8 scale to determine full-scale dimensions; maintain and update database of University building layouts for use in space inventories and when modifying repairing facilities. Ensure computer plans are exact, full-scale recreations.
- Maintain project accounting and status files for work being performed or contracted out by department personnel. Update file information and ensure account numbers to be charged are correct; track progress on project and fund availability. Contact appropriate units, personnel and contractors for additional information as needed.
- Work with contractors and departments to resolve problems with architectural project progress and unsatisfactory performance. Ensure timely completion of projects; remedy user complaints by alerting contractor; obtain contractor guarantees; document sworn statements and changes in contract items. Provide information on work area structure, project status and budget.
- Work with CAD program to prepare facility layouts. Recreate full-scale layouts from original drawings; update computer files of buildings based on renovations, modifications and movements; file construction drawings. Obtain office supplies and place printing orders.
- Provide work direction and training to part-time and temporary employees. Instruct on the use of equipment, policies and procedures. Distribute and check work completeness.
- Perform related work as assigned.

### **ADDITIONAL COMMENTS**

This classification provides independent and responsible drafting support to the University by recreating and maintaining full-scale plans of campus buildings. This level requires the ability to perform tasks which are procedural in nature. Incumbents must handle new situations based on information learned through prior experience or exposure. Work direction may be provided to part-time/temporary positions. Incumbents must possess attention to detail and the ability to communicate effectively with all University personnel and the general public. This classification is typically found in Facilities Planning and Management and reports to and receives work direction from a management level position.

### **MINIMUM QUALIFICATIONS**

- High school graduate or equivalent combination of education and/or experience.
- Reasonable experience using computer-aided design.
- Reasonable drafting experience.
- Ability to communicate effectively with others.
- Some computer experience.
- Keen attention to detail.
- Typically, incumbents have held positions providing drafting support via computer.