



## **FACILITIES SERVICES - DRAFTING**

Job Classification

Adopted: April 17, 2005

Revised:

### **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:

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- 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.





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