



## UNION JOB DESCRIPTION

**TITLE: Drafter - Facilities**

### DEFINITION:

Performs a variety of manual and Computer Aided Drafting (CAD) related duties for the District's non-operational facilities.

### DISTINGUISHING CHARACTERISTICS:

This position differs from the Engineering Unit Journeyman Drafter Level I, II and III positions in that this position's drafting duties are for the District's non-operational facilities. Progression to level II and level III is contingent upon gaining certain skills, abilities and knowledge, successful completion of related testing and/or time requirements as outlined in the "minimum qualifications" section of this job description. This classification is considered a "journeyman" at any level.

**NOTE:** Non-operational facilities (i.e., buildings, grounds, and landscape) are defined as those facilities which are not used in generation, transmission, or distribution of electric power or the production, storage, transmission, or distribution of water.

### BASIC RESPONSIBILITIES:

1. Develops final drawings from verbal instructions, preliminary layouts, sketches, or marked-up prints using CAD, programs in compliance with the District's Facility Standards.
2. Provides drafting support for District non-operational facilities for new construction, remodels, site and furniture/work station layout recording.
3. Provides drafting support for building, equipment, and grounds drawings, including architectural, mechanical, civil, structural, electrical, data and telecommunications infrastructure.
4. Assists in developing and maintaining drafting standards and procedures for the District's non-operational facilities.
5. Maintains the District's non-operational facility's functional locations (FLOCs) using SAP REF.

### OTHER RESPONSIBILITIES:

1. Maintains District asset drawing files and logs.
2. Assists in the evaluation and implementation of related computer hardware and software.
3. Ensures proper utilization and care of equipment assigned.
4. Completes work in a safe and efficient manner.
5. Performs associated duties as assigned.

### MINIMUM QUALIFICATIONS:

#### **Level I:**

Knowledge of:

- Computer aided design systems, MicroStation or AutoCAD.
- PC based computer systems, including the Microsoft Office Suite

- International Building Code space requirements.
- Architectural, mechanical, electrical, and structural drawing techniques and standards for non-operational facilities.
- American with Disabilities Act (ADA), fire and life safety requirements.
- Customer service concepts.
- All related architectural building symbols promulgated by the American Institute of Architects.

Ability to:

- Utilize Word, Excel and other related District or Facilities Department standard software.
- Apply International Building Code space requirements, related architectural building symbols promulgated by the American Institute of Architects, American with Disabilities Act (ADA), and fire and life safety requirements in work products.
- Competently use computer aided design systems, MicroStation or AutoCAD at a journey level.
- Communicate effectively, both orally and in writing, with customers, employees, and other outside agencies.
- Operate office equipment such as computers, printers, plotters, copier, fax, calculator, , etc.
- Work effectively with both field and office employees.
- Learn related District policies and standards.
- Learn District organization structure.
- Use interpersonal skills of tact, patience, and courtesy.

#### **Level II & Level III:** (in addition to Level I)

Knowledge of:

- MicroStation and AutoCAD design systems and file translation between them.
- Image editing software such as Photoshop.
- Computer based 3D modeling and rendering capabilities with MicroStation, AutoCAD or SketchUp.
- Facility information systems drawing standards development, graphic data security and reliability.

Ability to:

- Competently use MicroStation and AutoCAD design systems at an advanced level.
- Perform file translations between Micro-Station and AutoCAD.
- Use image editing software and computer-based 3D modeling.
- Render using both MicroStation or AutoCAD.
- Perform installation and support of peripheral CAD and graphic software that is not supported by the District.

Education/Experience:

#### **Level I:**

- High School diploma or equivalent.
- Certification as a CAD drafter from an accredited vocational school, college, or equivalent experience.
- Successful completion of a collaborative interview and assessment process.
- Five (5) years of experience in Facilities/Architectural drafting or equivalent experience. Experience preferred within the last ten (10) years.

#### **Level II:**

- High School diploma or equivalent.

- Certification as a CAD drafter from an accredited vocational school, college, or equivalent experience.
- Successful completion of a collaborative interview and assessment process (unless already completed at Level I).
- Eight (8) years of experience in Facilities/Architectural drafting or equivalent experience. Experience preferred within the last ten (10) years.

**Level III:**

- High School diploma or equivalent.
- Certification as a CAD drafter from an accredited vocational school, college, or equivalent experience.
- Eighteen (18) months of experience proficiently performing duties at Level II.

**LICENSE OR CERTIFICATION:**

- Valid Washington State Driver's License.

**WORKING CONDITIONS:**

- Work is performed primarily in an office environment, but travel to job sites and/or meetings may be required.
- The incumbent will frequently perform hand movements (85%) while using such items as a mouse, keyboard, etc.
- The incumbent may be exposed to dust in construction sites when field verification is needed.