

ARCHITECTURAL DRAFTING TECHNICIAN

Code No: 940196
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a skilled drafting position involving independent preparation of preliminary drawings of alterations and additions to buildings and property sites from rough designs and preparation of working drawings of architectural and engineering projects. Work is performed using a computer aided drafting (CAD) device. The employee reports directly to and works under the general supervision of an Architect, Engineer, or other designated employee in the preparation of project assignments. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Prepares schematic reports including client interview, field investigations, code review, project budget estimating and drawing and specification proposals;

Prepares architectural and engineering designs from schematic reports;

Contributes information required for preparation of the project manual including specification research and evaluation;

Prepares contract drawings and specifications for construction projects as required for applications for building permit, public bidding and construction;

Assists in site work evaluations and discussions of desired architectural and engineering alterations and additions during the construction phase;

Suggests designs compatible with plans and site limitations;

Assists in the preparation of cost estimates and budget evaluation;

Modifies preliminary architectural and engineering designs as directed;

Reviews shop drawings for compliance with the intent of the construction documents and directs contractors as required;

Creates and maintains facilities management database using appropriate software;

Provides artwork, including posters and lettering;

Establishes the one and one-half mile radius delineating walking distances for school children and explains procedures used in calculating;

Assists in construction contract administration.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of computer aided drafting, database creation, drafting techniques, practices and equipment; good knowledge of architectural and engineering

terminology, practices and procedures; good knowledge of local, state and federal codes and standards; working knowledge of construction practices; ability to create and manipulate reports and documents in software utilized by the agency for drafting purposes; ability to draft preliminary drawings from rough sketches; ability to read construction documents; ability to propose options for building additions or alterations; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships; ability to verify field conditions including climbing ladders and crawling in confined spaces; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or the possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor degree of Architecture (B. Arch. or BA in Architecture) or Architectural Technology; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Architecture, Mechanical Engineering, Civil Technology, or Construction Technology or Computer Aided Design, plus two (2) years paid full-time or its part-time equivalent experience in drafting architectural or engineering plans for additions, for remodeling, or for rehabilitation of structures, or for new construction that in all instances involved computer aided drafting; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Environmental Design, Industrial Design, Urban Planning or a related field plus two (2) years of experience as defined in (B) above; OR,
- (D) Four (4) paid full-time or its part-time equivalent experience as defined in (B) above; OR,
- (E) Any equivalent combination of education and experience as defined by the limits of (A) (B) (C) and (D) above.

SPECIAL REQUIREMENTS: If you are appointed, you are required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: August 9, 1979
REVISED: August 14, 1980
REVISED: June 18, 1992
REVISED: January 29, 2009

FORMERLY: Architectural Draftsman (City)
Sr. Draftsman (City School District)

ADDITIONAL INFORMATION: Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.