

CLASS TITLE: **AUTOCAD DRAFTER / PLAN ROOM TECHNICIAN**

DEFINITION: Under general supervision, performs work of moderate difficulty in using computer-aided design (CAD) in creating, modifying, converting and cataloguing technical engineering/architectural drawings; maintains District Plan Room, Project Pier, Non-Construction Bid sites, develops and maintains Measure C –related web pages, and performs related work as required.

EXAMPLES OF DUTIES:

- Performs a variety of technical drafting assignments using AutoCAD and other drafting and design software and applications
- Determines proper layout for, and generates rough and detailed production drawings of, buildings and grounds as well as a variety of mechanical, electrical and structural systems
- Contributes design modifications to improve product or efficiency
- Verifies own work, checking dimensions, and making mathematical calculations and formulaic applications as required
- Updates, catalogues, indexes and files all drawings, specifications, as-builds and other job-related information
- Posts all RFP's, RFQ's, bid packages, specifications, addenda, and other competitive solicitations on the District Plan Room and maintains and updates as necessary.
- Creates user profiles on Project Pier, manages files and acts as technical support to trades.
- Designs, develops and maintains the web page(s) associated with the 2010 Measure C Facilities Improvement Program
- Confers and collaborates with supervisor(s) on assigned work activities
- Works with Research and Evaluation to compile yearly Facilities Plan Book
- Orders basic office supplies, places service orders for copiers, printers and fax machines
- Burns Bid CD's for purchase

DESIREABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to completion of high school level courses in mechanical drawing/drafting using CAD or Technical Certification in operating CAD software packages, and at least three years experience in technical drafting experience; experience/training related web publishing, management and administration and one year of professional experience designing, building and supporting websites.

Knowledge of:

- Fundamental concepts related to drafting and object-oriented design
- Understanding of underlying design principals for use of CAD system

- Algebra, geometry and trigonometry relative to drafting
- Fundamental principals related to digital drawing/job cataloguing, inventorying and maintenance
- Contemporary web site design concepts, tools, applications, authoring software and maintenance
- Internet and network communications and security considerations
- Large format plotters and scanner
- Conversion of various file types and formats to CADD

Skill in:

- The application of design theory to practical drafting and design problems
- Using AutoCAD, MS Office (Word, PowerPoint, Excell, Access), Adobe (Dreamweaver, Photoshop, Illustrator, Flash, Acrobat)
- Writing web pages in a combination of codes such as hypertext mark-up language (HTML), CSS, Flash, JavaScript
- Preparing and interpreting drawings, graphs, charts and maps.
- Conceptualizing designs from rough sketches or verbal descriptions
- Manipulating digital graphic files and importing them into MS Word software
- Planning and leading web site design and deployment projects

Ability to:

- Establish and maintain effective working relationships
- Work independently and as an integral part of a team
- Exercise sound judgment, including appropriate treatment of confidential matters
- Learn new operations, set priorities and work effectively under pressure

Licenses and Certificates:

- A valid California Driver's License