

Classification and Qualification



STANDARDS

The California State University System

Drafting Technician I

Class Code 3023

Date Established 03-01-72

Date Revised 01-01-78

Occupation Index Reference N-3

DEFINITION:

Under general supervision, performs skilled drafting work required in the preparation of architectural, mechanical, civil and electrical drawings, including the more routine design work which may be required.

Examples of Typical Activities:

Incumbents of positions in this class work from preliminary sketches and design notes and prepare complete design and construction drawings for minor construction projects or modification of existing structures or systems: these drawings may be of small buildings, parking lots, irrigation systems or utility systems and may include such details as foundations, wall sections, floor plans, elevations and electrical and mechanical systems. The incumbents of these positions may also be required to prepare lists of materials derived from the scaled drawings.

Incumbents make field investigations where the data sought are easily obtainable, such as the location and dimension of utilities, for incorporation into design or as-built drawings. The incumbents also may perform routine surveying work on parking lots, athletic fields and other projects of similar nature.

In addition, they maintain the master file of campus drawings and provide factual information on its contents. Incumbents may also supervise student assistants who perform routine drafting, tracing and lettering assignments.

MINIMUM QUALIFICATIONS:

Knowledges and Abilities:

Thorough knowledge of the drafting methods, materials techniques, instruments and symbols used in architectural, mechanical, civil and electrical drawings; general knowledge of engineering mathematics; general knowledge of the methods used in quantity estimating; working knowledge of the preparation of building plans, elevations, and perspective drawings.

Ability to legibly and accurately draw and modify construction and section drawings from rough sketches, verbal instructions and old drawings; ability to prepare charts and diagrams; ability to plot buildings, parking lots, athletic fields, and other minor construction projects or modifications; ability to analyze space requirements and report findings; ability to make routine surveys and do other moderately complex drafting work; ability to make engineering calculations; ability to establish and maintain cooperative working relationships with students, coworkers and others.

and

Experience:

Equivalent to two years of progressively responsible drafting experience which demonstrates possession of the knowledges and abilities listed above.

and

Education:

Equivalent to possession of an Associate of Arts degree with extensive coursework in drafting technology, engineering and related disciplines is required. One year of specialized drafting experience which has demonstrated that the applicant has acquired and successfully applied the fundamental knowledges and abilities of a drafts person may be substituted for the required education.

Work Week Group: 1
Premium O/T: Yes
Shift Differential: No
Employee Category: Non-Academic