

ARCHITECTURAL DRAFTING TECHNICIAN

DEFINITION

Prepares architectural working drawings from approved preliminary sketches for architectural features of school buildings and other structures.

TYPICAL DUTIES

Obtains plans, drawings, and other information on file and lays out or traces corrected plot plans, floor plans, elevations, and sections.
Prepares working drawings for changes to existing buildings, such as partition relocations, new openings in walls, new built-in equipment, and repair or replacement of floors, roofing, and sidewalks.
Details parts of structures, areas, and casework from architectural data supplied by other personnel and by adaptation from design standards.
Prepares scale plans, large-scale drawings, and charts.
Makes accurate, simple calculations, such as the size and dimensions of storage cabinets, shelves, and other equipment to be installed in buildings.
Makes field investigations, takes measurements, makes sketches, and collects data for alteration and improvement projects.
May prepare drawings for acoustical tile and lighting modernization projects.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Architectural Drafting Technician performs skilled architectural drafting from approved preliminary sketches under the immediate supervision of higher-level architectural personnel, but the technician is not responsible for architectural design.

An Architectural Designer drafts the architectural phases of school building projects, assists in the design of larger projects, and designs smaller projects. Preliminary sketches are prepared under the supervision of higher-level architectural personnel.

An Engineering Aide performs routine drafting, tracing, and lettering; makes algebraic, geometric, and trigonometric computations; and assists technical personnel by performing routine, non-technical duties related to engineering work.

SUPERVISION

Immediate supervision is received from an Architect or higher level administrator. Work direction may be exercised over employees in lower-level classes.

CLASS QUALIFICATIONS

Knowledge of:

- Architectural nomenclature and conventional symbols
- Sources of drafting and architectural information
- Applicable engineering, building, sanitary, and safety regulations and codes
- Major computer-aided software system such as AutoCAD, CAFM, and GIS

Ability to:

- Interpret architectural and engineering plans and drawings
- Prepare accurate plans utilizing a computer-aided drafting and design program
- Make accurate field observations and measurements

Special Physical Requirement:

- Ability to climb ladders, and scaffolds, walk on roofs, and move safely in partially completed buildings and crawl spaces

ENTRANCE QUALIFICATIONS

An associate's degree or its equivalent with a major or emphasis in architecture or engineering from a recognized college or university. Successful completion of at least one course in a recognized computer-aided design software system is required.

or

Graduation from high school or evidence of equivalent educational proficiency and two years of experience in architectural drafting or design work that included the use of at least one recognized computer-aided design software system, preferably under the supervision of a licensed architect.

Special:

- A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
06-05-25
MHO