

## ARCHITECTURAL DRAFTING TECHNICIAN 2

### KIND OF WORK

Intermediate-level architectural drafting work.

### NATURE AND PURPOSE

Under general supervision, an employee in this class is responsible for performing skilled architectural drafting and computations, drafting plans, details, material lists, and schedules; may assist in checking more difficult drawings of plans and designs.

This class differs from other Architectural Drafting Technician classes in the skill required to perform the computations and the level of difficulty of the architectural drafting work. At the 1 level, employees perform more elementary drawings of plans and designs under immediate supervision. At the 3 level, employees apply drafting skills to problems of considerable technical difficulty, and may provide lead work direction to less experienced employees.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Draft accurate detail design plans, working drawings, specifications and estimates so that they conform to established plan format and are suitable for contract bidding by preparing detail site and building plans from preliminary sketches; refining and developing plans by planning, researching, and studying necessary documents; preparing final working drawings from preliminary details; identifying and recommending solutions to project designer for site and detail construction problems which arise during final plan preparation; preparing final engineering calculations and assembling bid documents; preparing construction cost estimates.

Draw up preliminary studies, plans, and details from directions or conceptual drawings so that they are accurately drawn to scale and reflect the project designer's thoughts and ideas by collecting technical design information; drafting preliminary layouts and detail drawings and reviewing with project designer; performing preliminary engineering calculations, such as soil cut and fill balance, sight line studies, road and walkway gradients, and safety considerations; preparing concept drawings and graphic presentations for public meetings; coordinating building requirements with client.

Review construction material submittals, architectural plans, details, specifications, and shop drawings and assist inspection staff during construction process so that drawings conform with plans and specifications and the project satisfies the intent of the documents by providing timely review of consultant plans and specifications for errors; coordinating in-house distribution of architectural plans for review and

comment; interpreting construction documents; making field inspections as required; researching Federal and State Building Code requirements to maintain technical knowledge for review; evaluating and compare submitted construction material or shop drawings; researching and evaluating new products; maintaining product information files for use in evaluating shop drawings and preparation of project specifications.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

General architectural and structural engineering principles, practices, and techniques sufficient to make use of such techniques in drafting and mathematical work.

Construction materials sufficient to understand their use in general and building construction.

State Building Code and OSHA requirements sufficient to ensure final design plans and details meet required code and safety requirements and design standards.

#### Skill in:

Operating CADD and other related computer equipment sufficient to perform computations required to complete work.

#### Ability to:

Perform advanced engineering computations sufficient to provide accurate data to project management.

Perform tracing and lettering sufficient to provide complex information in a timely and accurate manner.

Understand complex oral and written instructions sufficient to carry out and complete assignments and follow through on projects.

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Former Title(s): Architectural  
Draftsman II