

# SENIOR ARCHITECTURAL DRAFTING TECHNICIAN TASK LIST

## Supervision

1. Directs, assigns, and reviews the work of drafting technicians within the drafting group in order to ensure assignments are completed accurately and on time.
2. Completes personnel evaluations of subordinates for probationary or annual reports and submits to supervisor for review in order to maintain documentation of evaluations.
3. Reviews and approves submitted time records via department timekeeping electronic systems and requests for use of vacation, sick leave, or changes in work schedules submitted by subordinate staff in order to ensure coverage for assignments and accurate records for payroll.
4. Evaluates and counsels subordinate employees regarding their work performance, career goals, or grievances according to the proper MOU in order to take appropriate action.
5. Provides individual or group informal on-the-job training on work methods and procedures to employees, including on topics such as drafting principles and techniques, drafting sources of information, and use and standards of Computer Assisted Drafting and Design (CADD) and Building Information Modeling (BIM), in order to ensure that employees are properly trained and work performed is in compliance with drafting standards.

## Review, Verification, and Standardization

6. Reviews final architectural and structural designs and working drawings, including drawings of office buildings, City facilities, warehouses, and transmission towers, prior to submission to the architect or engineer to ensure compliance with drafting standards, accurate calculations, and completion of details.
7. Develops, recommends, and/or implements drafting standards and procedures, such as standards and procedures on the use of CADD and/or Building Information Modeling (BIM), in order to ensure assignments are completed in the most effective and efficient manner.
8. Prepares and supervises the preparation of preliminary and final construction of architectural and structural projects, renderings, charts, graphs, and/or plans in order to ensure the timely and accurate completion of assigned projects.
9. Reads and analyzes technical manuals, engineering instructions, field notes, sketches and other documents in order to gain information related to the completion of own work and the work of the drafting group.
10. Reads and interprets drafting sources of information and architectural and structural drafting reference materials, such as Sweet's Catalogues, Architectural Graphic Standards, the Los Angeles City Building Codes, and Architectural Barriers Laws and Interpretive Manual, in order to gain information related to the completion of own work and the work for the drafting group.
11. Maintains computer stored drawings by organizing files or archiving in order to ensure records are in compliance with record retention policies and procedures.

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12. Performs onsite visits for as-built verification by doing field measurements and observing current conditions in order to ensure accurate design is implemented in the field.
13. Selects methods of plotting and/or reproduction to be used for each project, such as vellum, large format plotting, 3-D printing, modeling, photocopying, and printing, by consulting with architects, engineers, subordinates, or print shop employees, in order to complete the assigned project.
14. Trials new technology, tools, and computer software in order to provide feedback to supervisor on the usability and efficiency of the new technology, tool, or computer software.

### **Communication**

15. Writes brief narrative and standard reports on individual and unit productivity, workload, and backlog in order to inform management of drafting activities and/or specific concerns or ideas.
16. Confers with architects, engineers, and employees from other City departments in order to obtain design information, identify problems at the pre-construction stage, and discuss change orders after construction has started.
17. Obtains and reviews product or material specifications from the engineer, architect, and/or manufacturers in order to ensure the products or materials are drawn accurately.