

Summary of Duties: Performs responsible subprofessional architectural work consisting of drafting, tracing, sketching, and computing, in the preparation of architectural and structural plans and designs; and does related work.

Distinguishing Features: The work of an employee of this class involves responsibility for the performance of drafting and illustrating duties. The class is distinguished from Architectural Assistant by the fact that Architectural Drafting Technicians are not assigned design responsibility. It is distinguished from the Drafting Aide by the fact that duties are not limited to simple delineation, but involve drawing of all details necessary in the preparation of complete design or construction plans. While the work may involve civil, mechanical, electrical, and structural engineering details, no detailed knowledge of these fields is required. Assignments to an Architectural Drafting Technician are made verbally, in writing or in the form of preliminary design sketches from which detailed scale drawings and plans are prepared. An employee of this class usually works under close supervision, and all work is carefully reviewed and checked.

Examples of Duties: Assists in the preparation of architectural and other engineering plans using Computer Aided Drafting Design (CADD) equipment or manual drawing for proposed structures, improvements, and alterations or crime scene surveys by making detailed scale drawings and accurate working plans from rough design sketches, verbal and written assignments, freehand drawings, and marked blueprints; makes drawings of floor plans, site plans, elevations, sections, and details; calculates lengths and weights of structural steel members; computes distances, elevations, and radii; assists in computing areas and quantities and in making preliminary cost estimates; prepares sketches, maps, graphs, and charts for illustrative purposes; makes field examinations to obtain measurements and other data required for the design or alteration of facilities or crime scene surveys; prepares or assists in the preparation of computer stored drawings; may prepare drawings on CADD system; keeps records and prepares reports; indexes and files plans and other documents; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of the principles, practices, nomenclature, and methods employed in architectural drafting; a good knowledge of the sources of architectural information, a general knowledge of the principles and capabilities of computeraided drafting; skill in the use of drafting instruments; the ability to do machine and freehand lettering and sketching; the ability to prepare accurate plans from preliminary sketches; the ability to take off quantities and make cost estimates; the ability to read, interpret and prepare construction drawings; the ability to assemble, prepare, and interpret charts, graphs, tables, and maps; the ability to communicate

orally and in writing; the ability to understand and carry out instructions; and the ability to keep records and make written and oral reports.

Two years of full-time paid drafting experience, one year of which was in architectural drafting or one year of architectural drafting experience and satisfactory completion of 5 semester or 9 quarter units in architectural drafting or design and 6 semester or 9 quarter units in mathematics at a recognized college, university or trade school is required for Architectural Drafting Technician.

License: A valid California driver's license and a good driving record may be required prior to appointment.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; arm, hand and finger dexterity, good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, the the appointing authority's ability to effect reasonable accommodations to the limitations.

As provided in CSC Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.