

ARCHITECTURAL DRAFTING TECHNICIAN 1

KIND OF WORK

Entry-level architectural drafting work.

NATURE AND PURPOSE

Under immediate supervision, an employee in this class is responsible for performing elementary computations and architectural drafting operations. Assists in drafting architectural plans. Performs related work as required.

This class differs from an Architectural Drafting Technician 2 in the skill required to perform the computations and in the level of difficulty of the architectural drafting involved. At the 2 level, employees are expected to check and prepare the more difficult drawings of plans and designs under general supervision.

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

Prepare and layout routine preliminary and final plans for building and site design projects so that plans are completed in a timely and accurate manner by compiling required design information for each project assignment; drafting preliminary and final plan base maps; drafting project details, sections, and elevations; preparing presentation layouts.

Change and revise architectural plan and details so that final working drawings are completed by reviewing required revisions and changes with project supervisor; drafting final plan and detail changes required; assembling final plan package for final review and submittal for bid letting.

Perform required project calculations and computations so that final project documents are complete and accurate by making simple engineering computations; calculating all estimated quantities required for plan preparation; reviewing estimated quantities with project supervisor; preparing final estimated quantities for plan package; preparing preliminary cost estimates.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

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

Drafting and mathematics sufficient to apply these principles to architectural drafting assignments.

Skill in:

Using drafting and related computer equipment sufficient to draft plans and perform other assignments in an efficient and effective manner.

Ability to:

Perform tracing and lettering sufficient to provide information in an accurate and orderly manner.

Understand and follow written and oral directions sufficient to carry out assignments and follow through on projects.

Est.: 09/40
Rev.: 11/59; 11/91

T.C.: 04/72
Former Title(s):
Architectural Draftsman I