

Drafting and Records Manager

Position Details

Class Code: 7719

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 58 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, plans, directs, supervises, and reviews Drafters in producing design documents and general drawings for the Clark County School District (CCSD).

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Plans and schedules drafting staff assignments.
2. Supervises and reviews drawings/specifications prepared by Drafters.
3. Responsible for organizing and maintaining official building/system drawings, specifications, file records, and computer databases.
4. Reviews production of drawings/specifications to ensure compliance with building codes and local, state, and federal mandates/regulations.
5. Coordinates designs with school activities and other trades/crafts.
6. Oversees distribution of design information to end-users, upon request.
7. Communicates with CCSD administrators and other agencies to collect information and design criteria used in developing drawings/specifications.
8. Responsible for preparing bid packages, which may include drawings and specifications.
9. Responsible for verifying building/site measurements in the field.
10. Responsible for detailed drawings used for building construction/modifications.

11. Responsible for training Drafters on computer-aided design and drafting (CADD) systems.
 12. Ensures design projects are within established budgets.
 13. Evaluates new equipment and materials proposed by contractors/vendors.
 14. Examines and evaluates records management/ retention systems; develops/improves methods of handling, protecting, disposing, and storing blueprints/construction drawings.
 15. Reviews records retention schedules and governmental recordkeeping requirements; determines timetables for transferring active records to inactive/archival storage.
 16. Plans, develops, and implements records management procedures to standardize filing, protection, and retrieval of blueprints, construction drawings, and other records/reports.
 17. Serves as network administrator for the Drafting and Records Management Department; installs and maintains computer network, vendor-supplied hardware/software, and associated peripherals.
 18. Recommends new/upgraded hardware and software to department administrators.
 19. Provides input for the evaluation of assigned staff.
 20. Responsible for the safe handling and disposal of hazardous materials.
 21. Conforms to safety standards, as prescribed.
 22. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves planning, directing, and supervising Drafters; manages production of design documents and general drawings in Facility Planning.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of drafting practices and procedures.
2. Knowledge of CADD.
3. Knowledge of building codes and local requirements.
4. Knowledge of network management software tools.
5. Knowledge of Windows operating systems.
6. Knowledge of computer hardware and software applications.

7. Ability to recognize, understand, interpret, and apply all local, state, federal, and national codes/regulations, including Uniform Building Code (UBC), Uniform Mechanical Code (UMC), Uniform Plumbing Code (UPC), National Fire Protection Association (NFPA), Occupational Safety and Health Administration (OSHA), Americans with Disabilities Act (ADA), etc.
 8. Ability to supervise and evaluate employees.
 9. Ability to communicate verbal and written instructions accurately.
 10. Ability to provide cost estimates.
 11. Ability to plan and organize work.
 12. Ability to meet predetermined deadlines.
 13. Ability to distinguish colors.
 14. Ability to withstand heights and perform work safely.
 15. Ability to work flexible hours/shifts.
 16. Ability to judge when to act independently and when to refer situations to an administrator.
 17. Ability to work in confined areas.
 18. Ability to work cooperatively with employees, students, other agencies, and the public.
 19. Ability to recognize and report hazards and apply safe work methods.
 20. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.).
2. Two (2) years of drafting coursework (minimum 24 credits) from an accredited college or university, and five (5) years' experience in commercial production drafting with direct CADD experience, including two (2) years' computer network operations/maintenance experience.
3. Two (2) years' supervisory/management experience.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.

2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
 2. College transcript(s) from an accredited college or university.
 3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV. Safe driving record. Safe driving record must be maintained for the duration of the assignment
 5. Safe driving record.
 6. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD facilities – offices, schools (classrooms, corridors, libraries, cafeterias, multi-purpose rooms, gymnasiums, etc.), proposed/actual construction sites (trenches, chase-ways, etc.).

Work Environment

Strength

Sedentary/light – exert force up to 20 lbs., occasionally; 10 lbs., frequently; negligible force, constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and

maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near/far acuity and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Varies from climate-controlled office settings to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods, and ammonia fumes from construction drawings/blueprints.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Computers and associated hardware, plotter, printer, blueprint machine, calculator, drafting/measuring tools, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 01/23/24
- Created: 06/01/89