

# Drafter

## Position Details

Class Code: 7720

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 55 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, designs and prepares construction project drawings utilizing computer-aided design and drafting (CADD) software, based on sketches, notes, and directions from architects, engineers, staff, and site administrators.

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## Essential Duties and Responsibilities

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

1. Produces CADD drawings for building modifications, site work, and construction projects.
2. Identifies materials and construction techniques for designed projects.
3. Investigates project locations to determine design details and measurements.
4. Prepares CADD drawings for the Asbestos Hazard Emergency Response Act (AHERA) compliance program.
5. Prepares/revises plans for compliance with federal, state, and local building codes.
6. Produces final drawings using computer-driven plotting equipment.
7. Interprets land survey data and legal descriptions to produce accurate site drawings.
8. Calculates design dimensions; converts to resizing dimensions using conversion charts and calculators.

9. Measures street dimensions, distances spanned by wire/cable, space available in existing buildings, etc.
  10. Reviews rough sketches and architectural specifications.
  11. Prepares bid packages including drawings and specifications.
  12. Makes blue-line prints from original drawings.
  13. Maintains site maps of portable classroom inventory; assists with siting plans for portable classroom relocations.
  14. Designs projects within established budgets.
  15. Drafts multiple-view assembly, subassembly, and layout drawings.
  16. Estimates labor/materials costs using price lists and previous project records.
  17. Maintains centralized computer database of drawings for all Clark County School District (CCSD) facilities.
  18. Verifies and maintains as-built drawings of architectural, electrical, mechanical, and plumbing drawings.
  19. Conforms to safety standards, as prescribed.
  20. Performs other tasks related to the position, as required.
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## **Distinguishing Characteristics**

Involves designing, developing, and preparing CADD drawings/specifications for in-house and contracted construction projects.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of drafting practices and procedures.
2. Knowledge of building construction procedures and materials.
3. Knowledge of standard computer operating systems.
4. Knowledge of CADD software.
5. Knowledge of word processing programs, computer networking procedures, and their uses.
6. Knowledge of standard design practices.
7. Knowledge of coordinate geometry.
8. Knowledge of drafting tools and machines.
9. 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), National Electrical Code (NEC), Americans with Disabilities Act (ADA), etc.

10. Ability to interpret written and verbal instructions.
  11. Ability to maintain accuracy and attention to detail.
  12. Ability to work flexible hours/shifts.
  13. Ability to work in confined areas.
  14. Ability to withstand heights and perform work safely.
  15. Ability to integrate multiple computer programs simultaneously to generate CADD drawings and reports.
  16. Ability to produce project tracking and cost analysis data.
  17. Ability to read/evaluate construction plans, drawings, and specifications.
  18. Ability to design minor architectural and civil projects.
  19. Ability to prepare CADD drawings and specifications.
  20. Ability to work with minimal supervision.
  21. Ability to work cooperatively with employees and the public.
  22. Ability to recognize and report hazards and apply safe work methods.
  23. 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' architectural/mechanical drafting experience, including one (1) year of CADD experience; or,  
One (1) year of CADD experience, and one (1) year (minimum 12 credits) of accredited college or university coursework in drafting.

### **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**

Associate Degree in Drafting.

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## **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, if applicable.
  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, multipurpose rooms, gymnasiums, etc.), proposed/actual construction sites (trenches, chaseways, etc.).

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## **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.

## **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).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

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

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## **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: 09/12/88