

# Drafter – Student Worker

## Position Details

Class Code: 7721

Job Family: Student Worker - Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: Pay Grade N/A (Not on the Support Professional Salary Schedule)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under the supervision of Clark County School District (CCSD) employees, receives training on how to design and prepare construction project drawings utilizing computer-aided design and drafting (CADD) software, based on sketches, notes, and verbal directions from architects, engineers, staff, and site administrators.

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## Essential Duties and Responsibilities

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

1. May assist in producing designs and CADD drafting for building modifications, site work, and construction projects.
2. May assist in identifying materials and construction techniques for designed projects.
3. May assist with field investigations of project locations to identify design details and measurements.
4. May assist in preparing CADD drawings for the Asbestos Hazard Emergency Response Act (AHERA) compliance program.
5. May assist in preparing/revising plans for compliance with federal, state, and local building codes.
6. May assist in creating final drawings using computer-driven plotting equipment.

7. May assist in interpreting land survey data and legal descriptions to produce accurate site drawings.
  8. May assist in calculating design dimensions and resizing dimensions using conversion charts and calculators.
  9. May assist in measuring street dimensions, distances spanned by wire/cable, or space available in existing buildings.
  10. May review rough sketches and architectural specifications received from architects.
  11. Observes and may assist in preparing bid packages, including drawings and specifications.
  12. May assist with making blue-line prints from original drawings.
  13. May assist with maintaining site maps of portable classroom inventory; may assist with siting plans for portable classroom relocations.
  14. May assist in designing projects within established budgets.
  15. May draft multiple-view assembly, subassembly, and layout drawings.
  16. May assist in estimating labor/materials costs using price lists and previous project records.
  17. May assist in verifying/maintaining as-built drawings of architectural, electrical, mechanical, and plumbing drawings.
  18. Conforms to safety standards, as prescribed.
  19. Performs other tasks related to the position, as required.
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## **Distinguishing Characteristics**

Learns to design, develop, and prepare CADD drawings/specifications for construction projects through on-the-job training and experience.

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

1. Ability to gain knowledge of drafting practices and procedures.
2. Ability to gain knowledge of building construction procedures and materials.
3. Ability to gain knowledge of standard computer operating systems.
4. Ability to gain knowledge of CADD software.
5. Ability to gain knowledge of word processing programs, computer networking procedures, and their uses.
6. Ability to gain knowledge of standard design practices.
7. Ability to gain knowledge of coordinate geometry.

8. Ability to learn how to wear prescribed safety/personal protective equipment (PPE).
  9. Ability to learn how 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) requirements, etc.
  10. Ability to learn how to read and interpret written and verbal instructions.
  11. Ability to learn how to perform detailed work and maintain accuracy.
  12. Ability to learn how to work flexible hours/shifts.
  13. Ability to learn how to work in confined areas.
  14. Ability to learn how to withstand heights and perform work safely.
  15. Ability to learn how to integrate multiple computer programs simultaneously to generate CADD drawings and reports.
  16. Ability to learn how to produce project tracking and cost analysis data.
  17. Ability to learn how to read and evaluate construction plans, drawings, and specifications.
  18. Ability to learn how to design minor architectural and civil projects.
  19. Ability to learn how to prepare CADD drawings and specifications.
  20. Ability to learn how to generate drawings and specifications with minimal supervision.
  21. Ability to learn how to work cooperatively with employees and the public.
  22. Ability to learn how 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. Current CCSD student in grade 11 or 12.
2. Current grade point average (GPA) above 2.0.
3. School and Family Agreement Form from your school counselor.
4. Students must be able to provide their own transportation.

\* This temporary position is not on the Support Professional Salary Schedule.

\* Incumbents will be compensated the current Nevada hourly minimum wage rate.

\* There are no benefits attached to this position.

## **Licenses and Certifications**

None specified.

## **Preferred Qualifications**

None specified.

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## **Document(s) Required at Time of Application**

1. Proof of CCSD grade 11 or 12 enrollment, and GPA above 2.0.
  2. Completed and signed School and Family Agreement Form, which must be uploaded into the application.
  3. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

CCSD facilities – school campuses (offices, classrooms, corridors, libraries, cafeterias, multipurpose rooms, gymnasiums, etc.) including proposed and actual construction sites (trenches, chase-ways, 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. Occasional to frequent exposure to noise levels ranging from moderate to loud.

## **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**

Safety/PPE (gloves, safety glasses, etc.), hand/power tools, ladders, soldering equipment, volt-ohm meters, audio generators, laptop computers, hand drills, drill presses, radio frequency (RF)/audio cable tracers, handheld radios, 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: 01/25/24
- Created: 10/26/21