

Apprentice Drafter

Position Details

Class Code: 7725

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: Pay Grade 47 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under direct supervision, assists in the preparation of working plans and detail drawings from sketches and notes.

Essential Duties and Responsibilities

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

1. Assists in preparing scaled drawings.
 2. Assists in taking field measurements and collecting data for preparation of drawings for alterations, additions, and renovation of Clark County School District facilities.
 3. Assists in updating existing site drawings.
 4. Assists in preparing blueprints from original drawings.
 5. Maintains drawing files, microfilm cards, contract plans, and specifications.
 6. Catalogs record drawings.
 7. Conforms to safety standards, as prescribed.
 8. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves assisting in the preparation of line drawings for building modifications and site work.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of drafting practices and procedures.
 2. Knowledge of drafting tools and machines.
 3. Knowledge of mathematics.
 4. Knowledge of building codes.
 5. Ability to plan and organize work.
 6. Ability to read and interpret written and oral instructions.
 7. Ability to do detailed and exacting work.
 8. Ability to work flexible hours or shifts.
 9. Ability to relate well with administrators, employees, and the public.
 10. Ability to recognize and report hazards and apply safe work methods.
 11. 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 (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Completed courses in drafting or equivalent 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. Copy of current driving (dated within six (6) months from the date printed) history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

Preferred Qualifications

None Specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
 2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 3. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District Facilities Division – schools and other District facilities.

Work Environment

Strength

Sedentary/Light - Exert force to 25 lbs., occasionally.

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 and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods. Climate-controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to moderate noise intensity levels.

Hazards

Furniture, 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

District-issued/personal vehicles, various computers, printers, copy machines, calculators, fax machines, telephones, etc.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 10/14/21
- Created: 09/12/88