



Facilities and Safety Services Job Family: **Drafter Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity.

GENERIC JOB PROFILE SUMMARIES

Drafter II INDIVIDUAL CONTRIBUTOR	Drafter III INDIVIDUAL CONTRIBUTOR
	Perform/be able to perform most or all of the duties and responsibilities of the Drafter II level
	Provide instruction to Drafter II level in the use of CADD; evaluate and guide output of Drafters
Develop drawings and maps using CADD software; input pre-existing maps into computer software	Develop, revise and update engineering, architectural and map drawings from field sketches or construction drawings using CADD or other software; transforms initial rough draft designs into working documents
File new and existing plans into electronic library; ensure revised plans are updated	Organize and maintain use of standard architectural, engineering and building construction details and plans; implement computerized drawings into existing file/retrieval system of catalog and libraries
Assist with field inspections	Conduct field inspections and locate underground utilities providing detailed information to facilitate design, planning and estimating efforts.
Calculate and verify field conditions relating to gross and net square footage	Calculate and verify field data relating to initial space layouts, field investigations, construction cost tracking and estimate take-offs.
Under guidance and detailed instruction assist with design and prepare working drawings of electronic devices consisting of schematics, line, and wiring diagrams and mechanical drawings of machines and component mechanisms	Design and prepare various components of working drawings including block diagrams, electrical/ electronic schematics (wiring diagrams), and mechanical drawings including HVAC and plumbing (layouts, assemblies and details) to computer generated graphics
Prepare detailed illustrations for publication	Prepare detailed illustrations and graphics for publication

**Drafter II
INDIVIDUAL CONTRIBUTOR**

**Drafter III
INDIVIDUAL CONTRIBUTOR**

Operate a variety of graphic reproduction equipment

Operate various graphic reproduction tools; prepare 3D models for customer review

Assume responsibility for scale and dimensional accuracy

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10296 DRAFTER II, BAND C	10297 DRAFTER III, BAND D
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Associate's degree and up to 2 years relevant experience or equivalent combination	Associate's degree and 2 to 4 years relevant experience or equivalent combination
IMPACT	Extends beyond college/unit	Extends beyond college/unit
CONTACTS - INSIDE	Assists others Cooperation of task completion Handle confidential information	Coordinate activities Contribute to group projects
CONTACTS - OUTSIDE	Straightforward business Provide factual information Handle confidential information	Straightforward business Provide factual information Handle confidential information
CONTACTS - STUDENTS	Provide information or instruction on policies/procedures	Provide information or instruction on policies/procedures

FACTOR PROFILE	10296 DRAFTER II, BAND C	10297 DRAFTER III, BAND D
SUPERVISION	Students Temporaries On-the-job training	None given
COMPLEXITY	Focus on an entire field	Focus on an entire field
LEVEL OF DECISION MAKING	Responsible for making routine decisions within limits prescribed by established policies or by supervisor	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits
FREEDOM OF ACTION	General supervision Proceed alone on regular tasks Refer most questionable situations to supervisor	Very general supervision Resolve most problems Accomplish most tasks alone Keep supervisor informed of progress
SUPPORT SKILLS – WRITING	Provide standard responses to inquires	Provide standard responses to inquires
SUPPORT SKILLS – COMPUTER	Use business or technical programs for data input or word processing to create documents or reports	Use business or technical programs for data input or word processing to create documents or reports
WORKING CONDITIONS - PHYSICAL	Lift 10 to 20 lbs.	Lift 10 to 20 lbs.

FACTOR PROFILE	10296 DRAFTER II, BAND C	10297 DRAFTER III, BAND D
WORKING CONDITIONS - VISUAL	Close concentration, visual attention and need for manual dexterity	Close concentration, visual attention and need for manual dexterity
WORKING CONDITIONS - HAZARD	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.