**NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION**

Title : **ARCHITECTURAL DRAFTER**
Code: **110040 HMA**
Page : **1 of 1**
Competitive

GENERAL STATEMENT OF DUTIES

Prepares drawings for the alteration of a variety of buildings and other structures; performs related duties as required.

COMPLEXITY OF DUTIES

Under direct supervision, the duties are technical and the position requires some leeway in the use of judgment. The work is reviewed for quality, accuracy, and completeness.

TYPICAL DUTIES

1. Prepares drawings of existing buildings to be used as a basis for planning renovations.
2. Assists in the preparation and review of architectural plans for in-house maintenance projects and for work to be performed by outside contractors.
3. Assists in preparation and review of specifications for construction jobs, including preparation of work orders to outside contractors.
4. Assists in preparation and review of cost estimates.
5. Assists in the supervision of outside contractors to insure compliance with plans and specifications, as required.
6. Assists superiors in performing inspections to insure adherence to building requirements established by the New York State Education Department and other State agencies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of the principles and practices of architectural drafting.
2. Knowledge of building construction materials, methods, and practices.
3. Some knowledge of the codes, rules and regulations governing school buildings.
4. Ability to prepare architectural plans, specifications, and cost estimates.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school
and
Completion of two years of technical training in engineering or architecture which shall have included or been supplemented by courses in architectural drafting.

NOTE: Satisfactory experience in architectural drafting may be substituted for education on a year-for-year basis up to a maximum of four years.