



**University of Texas at El Paso
Job Description**

Job Code: 5073
Job Title: Drafting Technician
Department: Planning and Construction
Reports To: In accordance with specific departmental policies
FLSA Status: Non-Exempt
Prepared By: Human Resource Services
Creation / Revision Date: October 15, 2010

Summary: Works under the direction of Directors, Project Managers, Construction Managers, Space Manager, Space Planners, Architects, or Interior Designers, as assigned, to produce clear, complete and accurate working plans and detailed architectural, space planning, and engineering drawings from rough or detailed sketches or notes. Prepares related project specifications, as required.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Uses computer assisted design and drafting (CADD) equipment and software to prepare architectural, space planning, and engineering documents.

Develops final plans of proposed design, checking dimension of parts, materials to be used, relation of one part to another, and relation of various parts to whole structure or project.

Utilizes knowledge of architectural and engineering systems, mathematics, building materials, and other physical sciences to complete drawings.

Makes any adjustments or changes necessary in desired plans; inks in lines and letters on pencil drawings as required.

Prepares project cost estimates, budgets, scope statements, and purchase requisitions.

Conducts inspection of assigned projects to verify conformance to contract documents and code.

Reviews and approves pay applications from contractors, invoices for professional services rendered, and for vendor supplied materials and equipment.

Obtains quotations and informal bids for proposed improvements.

Provides customers with accurate record information.

Coordinates all aspects of assigned projects with users, contractors, and vendors.

Develops and maintains records data base.

Provides customer feedback regarding project estimated costs; meets with contractors to review plans.

Develops, implements, and maintains CADD and overall drafting standards for the department.

Assists with the development, implementation, and maintenance of a CADD library of standard construction details.

Must have a basic knowledge of building systems and how they interface together.

Must have a basic knowledge of accessibility codes and general knowledge of building and life safety codes.

Must have a basic ability to interpret construction documents.

Must be available on an "On Call" basis.



Overtime may be required.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities No supervisory responsibilities.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: One year certificate from college or technical school within area of assigned responsibility.

Minimum Experience required: Three years of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit and talk or hear. The employee is occasionally required to use hands to feel and reach with hands and arms. The employee must occasionally lift and move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. May be required to wear Personal Protective Equipment to include: Steel toe or Non-slippery shoes, eye protection, and hardhat.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.