JOB DESCRIPTION

Drafting Technician II

Definition of Class
This is a non-supervisory position in which the incumbent provides drafting assistance to various staff professionals in the implementation of campus-wide projects, maintains plan room files, and assists in the location of requested materials.

Examples of Work Performed
Surveys buildings on campus to ensure that renovations are carefully and accurately noted, drawn up in blue prints, and/or documented on digital files.

Uses a computer to draw all drawings, both for buildings and detailed drawings.

Organizes and maintains all prints and blueprints stored at assigned department. Ensures that all drawings are filed accurately.

Provides photocopies and blueline copies of drawings requested by various personnel.

Assists in establishing and maintaining department drawings/filing standards.

May update “as built” drawings and maintain computer based CAD files, facilities database, inventory and/or archives.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Provides drafting assistance to various staff professionals.

2. Maintains and organizes all prints and blueprints stored at assigned department.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 10 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.
Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit; use hands to finger, handle, or feel, objects, tools, or controls. The incumbent is periodically required to reach with hands and arms. The incumbent is occasionally required to stand; walk; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
Associate’s Degree from an accredited two-year college or university in Drafting or a related field.

AND

Experience:
One (1) year of experience related to the above described duties.

Substitution Statement:
Related education and related experience may be substituted on a basis set forth by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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