

Classification and Qualification



STANDARDS

The California State University System

Drafting Aid

Class Code 3022

Date Established 03-01-72

Date Revised 01-01-78

Occupation Index Reference N-3

DEFINITION:

Under immediate supervision, performs routine drafting work required in the preparation of simple architectural, mechanical, civil and electrical drawings; does tracing, maps and drawings, as required.

Examples of Typical Activities:

Incumbents of positions in this class work from detailed preliminary sketches or instructions and prepare simple construction or section drawings; assist in the preparation of working drawings and modify master college drawings to reflect as-built conditions of buildings, utilities or systems. The incumbents of positions in this class perform simple calculations necessary to properly dimension drawings, determine simple lists of materials and the size and dimension of such things as storage cabinets and shelves, etc., to be installed in buildings.

Drafting Aids maintain files on construction drawings and make copies and tracings of these items, as required.

Incumbents may undertake additional drafting assignments which may include the preparation of maps, charts, and diagrams and the plotting of buildings, parking lots and athletic fields. They assist others in making field investigations or perform such investigations personally when the data to be collected involve such items as measuring parking lots or athletic fields already constructed.

MINIMUM QUALIFICATIONS:

Knowledges and Abilities:

General knowledge of drafting methods and the symbols used in architectural, civil, mechanical and electrical drawings; working knowledge of algebra, trigonometry and geometry.

Ability to legibly draw and modify simple construction and section drawings from detailed preliminary sketches or instructions; ability to prepare charts and diagrams; ability to plot buildings, parking lots and athletic fields; ability to make simple field investigations; ability to do other simple drafting work; and ability to make arithmetic calculations.

and

Education:

Equivalent to possession of an Associate of Arts degree with an emphasis on coursework in drafting technology, engineering or related disciplines.

One year of specialized drafting experience which has demonstrated that the applicant has acquired and successfully applied the knowledges and abilities shown above may be substituted for the required education.

Work Week Group: 1
Premium O/T: Yes
Shift Differential: No
Employee Category: Non-Academic