

CLARK COUNTY SCHOOL DISTRICT

CLASS TITLE: APPRENTICE DRAFTER

Class Code: 7725

Grade: 47

CLASS DEFINITION AND SUMMARY:

Under direct supervision assists in the preparation of working plans and detail drawings from sketches and notes.

ESSENTIAL TASKS OF THE POSITION: (Illustrative, not inclusive)

Assists in preparing scaled drawings.

Assists in taking field measurements and collecting data for preparation of drawings for alterations, additions, and renovation of district facilities.

Assists in updating existing site drawings.

Assists in preparing blueprints from original drawings.

Maintains drawing files, microfilm cards, contract plans and specifications.

Catalogs record drawings.

Conforms to safety standards as prescribed.

Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves assisting in the preparation of line drawings for building modifications and sitework.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of drafting practices and procedures.

Knowledge of drafting tools and machines.

Knowledge of mathematics.

Knowledge of building codes.

Ability to plan and organize work.

Ability to read and interpret written and/or oral instructions.

Ability to do detailed and exacting work.

Ability to work flexible hours or shifts.

Ability to relate well with administrators, employees, and the public.

Ability to recognize and report hazards and apply safe work methods.

QUALIFICATIONS:

TRAINING AND EXPERIENCE:

High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).

Completed courses in drafting or equivalent experience.

LICENSES AND CERTIFICATES:

Valid Class C Nevada Driver's License.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. Valid Class C Nevada Driver's License.
3. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District Business & Finance Division, schools and other district facilities.

Strength: Sedentary/Light - Exert force to 25 lbs. occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or move objects.

EXAMPLES OF ASSIGNED WORK AREAS: (continued)

Physical Demands: Frequent reaching, handling, fingering, talking, and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, VDT screens, and/or other monitoring devices.

Environmental Conditions: Climate controlled office setting, outside weather conditions traveling to and from district facilities and exposure to moderate noise intensity levels.

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Various computers, printers, typewriters, copy machines, calculators, fax machines, telephones, etc.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel. Notification may be made in person, in writing, or by calling: (702) 799-5334 (V) or (702) 799-0217 (TDD).

01/18/88

Revised: (10/30/90; 08/09/02; 07/15/05)