

Job Description

(For Positions in CAW Local 555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

JD #:	JD00161	Pay Grade:	10
JD Title:	Draftperson - CAD	JD FTE Hours:	37.5
Job Family:	Construction		

General Description

Responsible for applying engineering principles to draft, design, and modify drawings for the development of new facilities and systems. Provide expertise in regards to various codes and government regulations ensuring all work completed is in compliance with established standards.

Representative Duties & Responsibilities

- Detail designs and schematics into drawings using a computer-aided design workstation.
- Plot drawings requiring the ability to use plotting devices.
- Review designs and resolve details which are not completely defined.
- Determine the optimal combination of all preliminary information and contributing data to develop the final design.
- Review work orders and requests to determine design requirements such as dimensions and tolerances.
- Review drawings to check for conformance with design concepts and compliance with specifications on contract documents.
- Confer with engineering and design staff to determine design modifications and ensure that all changes are documented and prepared in accordance with established procedures.
- Provide quality and accuracy checks on drawings and other technical materials.
- Provide analysis of systems and facilities that require design modification.
- Interpret design concepts and schematics provided by others.
- Provide training to others on the use of computer-aided design and file management software.
- Coordinate with internal and external partners to provide scheduling, costing, and technical information concerning the design.
- Attend and facilitate design group meetings with consultants to review new building designs.
- Exchange technical information with colleagues and contractors.
- Maintain a file management system for drawings.
- Prepare a variety of reports such as space management reports, campus statistics reports, and government reports.
- Provide technical information regarding buildings and campus lands.
- Meet with users to discuss renovation requirements of facilities.
- Visit building and campus sites to obtain site information prior to creating a new design.
- Update and maintain the department website which contains design drawings and specification documents.
- Remain current with design practices, drafting standards, and construction techniques.

Supervision

- Ongoing responsibility for supervising up to 9 casual employees at any one time.

Qualifications

- 3 year Community College diploma in Architectural Technology or related field.
- Requires 5 years of relevant experience.

Effort

Physical Effort:

- A typical work day occasionally requires low physical effort for activities such as:
 - Maintaining a file management system for drawings.
- A typical work day consists of greater than 3.5 hours of moderate physical effort for activities such as:
 - Using computer-aided design software to prepare drawings and schematics.
 - Standing to make prints and view reference materials.
- Elements of high physical effort are not a regular feature of this job.

Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
 - Maintaining a file management system for drawings.
- A typical work day consists of up to 2 hours of moderate mental effort for activities such as:
 - Reviewing drawings to check for conformance with design concepts and compliance with specifications on contract documents.
 - Confering with engineering and design staff to determine design modifications and ensuring that all changes are documented and prepared in accordance with established procedures.
 - Providing quality and accuracy checks on drawings and other technical materials.
 - Providing analysis of systems and facilities that require design modification.
- A typical work day consists of greater than 3.5 hours of high mental effort for activities such as:
 - Reviewing designs and resolving details which are not completely defined.
 - Determining the optimal combination of all preliminary information and contributing data to develop the final design.

Working Conditions

Physical Environment:

- Occasionally exposed to unpleasant chemical odours while on site visits to labs.
- Occasionally required to work in uncomfortable or confined work spaces when completing field checks in rooms where furniture, boxes, and equipment present little space to work.
- Occasionally exposed to loud or irritating noises when completing field checks in mechanical rooms and encountering noise from machinery or equipment.

Psychological Environment:

- Frequently required to handle interruptions and urgent requests for information and technical assistance.

Health & Safety:

- Risk to the incumbent is no higher than for the general population.

Job Description Rating Sheet

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JD #:	JD00161	Pay Grade:	10
JD Title:	Draftperson - CAD	Total Points:	606
Job Family:	Construction		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	5.0	105
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.5	17
	4. Interpersonal Skill	3.5	46
	5. Education and Experience	D9	76
	6. Dexterity and Coordination	3.0	21
Effort	7. Physical Effort	3.0	18
	8. Mental Effort	5.0	100
Responsibility	9. Planning and Coordination	4.0	64
	10. Responsibility for Others	3.0	55
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	3.0	66
Working Conditions	12. Physical Environment	2.0	10
	13. Psychological Environment	2.0	10
	14. Health and Safety	1.0	5