ARCHITECTURAL DESIGNER

QUALIFICATIONS
Associate degree in architectural drafting technology, drafting and design technology, construction technology, construction management, or related degree
Minimum of 3 years of substantive experience producing design drawings and performing field inspections with contractors, architects and/or engineers on construction projects
Must be able to generate working electronic drawings or schematic diagrams into a final comprehensive document
Must be knowledgeable of construction materials and construction techniques and methods
Must be knowledgeable of blueprinting and reprographic processes
Must be knowledgeable of International Building Codes
Must be proficient in Microsoft Word, Excel, PowerPoint
Must have excellent writing skills
Must be insurable by district insurance carrier
Must be knowledgeable of Architectural Services and Construction Document, standard criteria, execution and procedure.
Must pass Drug Test prior to employment and submit to random drug testing
Must Have and maintain valid Mississippi Driver License and insurable by the school districts insurance carrier

REPORTS TO
Executive Director of Facilities & Operations

ESSENTIAL FUNCTIONS
Coordinates with construction director and trade supervisors
Converts existing as-built district blueprints and drawings to electronic format using AutoCAD or similar software and develops electronic filing system
Maintains adequate record of work performed on assigned projects
Coordinates facilities maintenance staff and other district personnel in the planning stages of new buildings, renovation projects, and site work
Generates electronic drawings as needed
Assists with preparing and reviewing specifications and drawings for informal bid projects and formal bid projects that do not require a design professional
Files and catalogs all blueprints and electronic drawings of district buildings and facilities by site
Issues and receives district blueprints on transmittal and facilities by site
Explains and interprets, as needed, district drawings and specifications to district personnel, architects, engineers, and contractors
Updates, as built, drawings and general facilities manual of district facilities
Assists trade supervisors and contractors with site surveys and field inspections; develops reports as needed
Maintains to fulfill MDE Process Standard 30 which includes providing locations of utility lines, shut-off valves, and portables by site
Maintains site plan book and records to show the location and type of all portable classrooms owned by district
Maintains inventory of all district land and facilities
Prepares and monitors schedules on assigned projects
Prepares requisitions for vendor services on assigned projects
Reviews and processes applications for payment on assigned projects
Processes closing documents on assigned projects
Performs other related duties as requested or assigned

SALARY INFORMATION
Days Employed: 258 per school year
Range: $16.45–$23.65