

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 architectural, mechanical, structural, and electrical drafting

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