

**GRANITE SCHOOL DISTRICT
Classified Employee Job Description**

Title Interior Design Coordinator/Draftsperson

Supervisor's Title Director, School Facilities

Date Prepared _____ **Date Reviewed** 3/99 **Date Reviewed** _____

Employee/Incumbent Review ___ **Immediate Supervisor Review** ___ **GCEA Review** ___
Dept Aprvl _____ **HRM Aprvl** _____ **Superintendent Aprvl** _____

Location _____ **Lane** _____

Implementation Date _____ **ADA Review** _____
_____ **Job Summary**

Assist in the preparation of drawings and specifications for school remodeling and construction projects to be performed by district maintenance shops and private contractors. Develop school plans on the computer from existing drawings; up date drawings to reflect actual conditions in school buildings. Develop space utilization plans for interior remodeling projects and coordinates the work until completed.. Prepares and plans for interior modular office furnishings. Coordinates carpet and flooring replacement projects. Moves relocatable classrooms as directed by the director.

Essential Functions

Researches existing facilities' conditions to develop record drawings of the district physical plant. Architectural, structural, mechanical, and electrical computer aided drafting using AutoCAD for various capital outlay and maintenance projects as assigned by the director of school facilities. Interior remodeling and space utilization planning such as modular office equipment or the replacement of carpets and other floor coverings.. Prepare computer drawings from existing blueprints and tracings for site plans and building plans, including mechanical, electrical systems, furniture, etc.

As assigned, make construction inspections on small capital improvement projects. As assigned, assist school facilities staff in preparing school conditions survey cost estimates and quantity takeoffs. Visit school sites to verify building conditions in development of school building data base and record drawings. Assist the Director of School Facilities on other projects as required or directed. Coordinates the moving of relocatable classrooms as directed. Works with school administrators, architects, engineers, utility companies, etc. as assigned.

Non-Essential Functions

Occasional other duties as assigned (within skill level).

Required Knowledge, Skill and Ability

Knowledge of AutoCAD drafting system. Effective communication and organizational ability in communicating with school administrators, school facilities staff, maintenance personnel, and contractors. Knowledge of building construction and technology of building systems. Knowledge of building codes, construction procedures, ADA, CPSC Playground Safety Guidelines, and construction techniques.

Minimum Entrance Requirements for Training

High school diploma or equivalent. Must have successfully completed a two-year vocational school program in architectural drafting. Candidates with architectural, interior design, and mechanical/electrical engineering drafting training and experience are preferred. Must possess a valid Utah Driver's License.

Minimum Entrance Requirements for Prior Experience

Six months of job related experience is required with demonstrated competence. Candidates with computer experience in Word Perfect, Lotus 123, and Microsoft Excel, are preferred.

Note: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

Decision Making Authority

Planning, design and coordination of capital outlay and maintenance projects with the Director of School Facilities, Maintenance Supervisor, Maintenance Foreman, school administrators, design professionals, and contractors to insure competent and timely design and contract drawings for assigned capital outlay projects. Mentally capable of coordinating a large volume of projects at a given time, while maintaining established project completion schedules. Capable of recording project conditions and generating reports to provide necessary project documentation.

Interaction with Others (non-supervisory)

Work with other school facilities team members, design professionals, contractors, and maintenance department staff during the course of each capital outlay project as assigned by the Director of School Facilities.

Supervision

N/A.

Working Environment

The majority of the individual's time is spent in normal office conditions. Time spent in visiting school sites may require exposure to normal seasonal weather conditions. Mentally capable of coordinating a large volume of projects at a given time, while maintaining established project completion schedules. Ability to concentrate on assigned tasks which are often interrupted.

Physical Demand Characteristics

Ability to work at a computer drafting station for extended hours during the day while preparing drawings. Limited physical effort is required. Occasional handling of objects that weigh up to 30 pounds.