



Drafting Technician II

Close: February 8, 2012

(Job #12-03) Drafting Technician II \$3,698—\$5,546/month. Appointments are typically made at the beginning of the salary range. This is a full-time, benefited, 12-month, probationary position in the Department of Plant Operations.

Position Summary: Under the general direction of the Director of Plant Operations, the incumbent will be responsible for the skilled computer aided drafting work required in the preparation of architectural, structural, mechanical, civil and electrical drawings, including complex and responsible design work.

Duties: A portion of the position will be involved with drafting work from preliminary sketches and design notes and the preparation of complete design and construction drawings and specifications for minor construction projects or modifications of existing structures or systems; these drawings may be of small buildings, minor renovations, and utility systems and may include such details as site plans, foundations, wall sections, floor plans, elevations, electrical and mechanical systems. Incumbent will be required to make field investigations where the data sought is easily obtainable, such as the location and dimension of utilities for incorporation into design or as-built drawings; to read and interpret plans, maintain and update the master CAD and paper files of campus drawings and provide factual information on its contents, work with Plant Operations' and Facilities Planning and Design personnel on projects and maintain cooperative working contacts with the campus community. The incumbent will maintain master files of campus drawings and infrastructure and update campus floor plans to reflect building modifications. The incumbent will collect as-built utility information as well as be the primary contact for Campus DIG USA utility marking requests. The incumbent will assist with coordination of the execution of assigned projects.

Minimum Qualifications: Education & Experience: Education equivalent to possession of an Associate of Arts degree with extensive coursework in drafting technology, engineering or a related discipline. Equivalent to four years of progressively responsible drafting experience including two years at the journey level preparing complete design and construction drawings for minor construction projects or for modification of existing structures or systems. Experience should demonstrate possession of the knowledge and abilities listed below. Professional certification obtained from an Autodesk accredited testing center is highly preferred.

Knowledge, Abilities & Specialized Skills: Applicants must possess demonstrated knowledge of computer aided drafting methods, materials techniques, instruments and symbols used in architectural, structural, mechanical, civil and electrical drawings, and a thorough knowledge of drafting standards reproduction methods; general knowledge of building codes and engineering mathematics. Must possess a working knowledge of the preparation of building plans, elevations, and detail section drawings from rough sketches, verbal instructions and old drawings; to prepare documents and spreadsheets; to plot buildings, parking lots, utilities and other minor construction projects or modifications; to analyze space requirements and report findings; to make routine surveys and do assignments as directed; to establish and maintain cooperative working relations with students, faculty, staff, co-workers and others.

Preferred Qualifications: Professional Certification obtained From an Autodesk accredited testing center is highly preferred. Experience with AutoCAD V.2011 is highly desirable.

Application Procedure: Applicants must submit a letter of interest, an HSU employment application, resume and contact information for at least three professional references to Human Resources, 1 Harpst Street, Arcata, CA 95521-8299.

Application Deadline: All application materials must be received by 5:00 P.M., Wednesday, February 8, 2012.

Human Resources
Siemens Hall - Room 211
Arcata, CA 95521-8299
(707) 826-3626
Fax: (707) 826-3625
www.humboldt.edu/jobs
Email: careers@humboldt.edu

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Class Code: 3024

Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. The successful candidate for a position at HSU is required to be fingerprinted through the Humboldt State University Police Department or their local law enforcement agency. The results of the fingerprint process must be received by the university prior to the candidate's appointment. The cost of the fingerprinting is borne by the university.

Publication Date: January 25, 2012

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is an Equal Opportunity/Title IX/ADA Employer. Applications from and nominations of qualified women, minority candidates, covered veterans and disabled persons are particularly encouraged. Humboldt State University hires only individuals authorized to work in the United States.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 7,500 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.