

JOB DESCRIPTION
Puyallup School District
Professional Technical - Level 8

AutoCAD GIS Drafter

Purpose Statement

The purpose of this position is to assist with Operations (primarily Capital Projects) software application utilization. This position's role is to perform support tasks in data management procedures. The responsibilities revolve around coordinating with different departments to gather data, maintaining and updating databases and drawings, processing and organizing documentation, preparing progress reports, and analyzing data as needed.

The AutoCAD GIS Drafter will utilize the capital department construction management system (e-Builder), InVision, ArcGIS, BlueBeam Revu, Security Desk, OpenText and other software applications unique to Capital Projects and Critical Systems.

Essential Functions

- Understands and utilizes the capital project management system for document storage and record retrieval.
- Develops graphics, and reports with input from capital staff and others.
- Works with Facility Planner to maintain ArcGIS data and documents.
- Provides staff and consultants with requested documents and other information.
- Maintains and updates the InVision software system data and drawings.
- Assists with document controls and conversion of archive documents to an electronic format.
- Provides technical training for interns on software systems and District format standards.
- Assists with regular data review and cleanup to maintain overall data integrity.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in completion of their work activities.
- Attend meetings as required for the purpose of supporting staff members in completion of their work activities.
- Performs other duties as required.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

- Basic knowledge of practices and principles of construction.
- An understanding of database functionality and structure
- Strong knowledge of Microsoft Office package
- Knowledge of database management
- Ability to work well in a team environment
- Skill in problem resolution
- Ability to develop, review and edit
- Ability to switch tasks quickly and efficiently
- Ability to employ collaborative problem-solving methods
- Ability to read, write, speak and communicate effectively
- Must be self-motivated, detail-oriented, highly organized, and able to meet deadlines
- Experience with E-Builder, Capital Projects software systems is a plus

Education High School diploma

Experience Two years of AutoCAD and data management experience preferably with systems used for this position and preferably in the public sector with K-12 schools. Experience with ArcGIS system and Microsoft Excel preferred.

Alternative combinations of training and experience to substitute for the requirements will be evaluated by the district for comparability.

Working Conditions

Primarily working in an office environment. Required to drive to various sites for field inspections. Requires safety awareness on construction sites; requires physical exertion and exposure while performing inspections; experiences critical construction deadlines.

Required Testing

Successful completion of required tests

Certificates & Licenses

Valid Washington State driver's license and evidence of insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance