

SNOHOMISH COUNTY JOB DESCRIPTION

FACILITIES DESIGN TECHNICIAN

Spec No. 3289

BASIC FUNCTION

To perform advanced senior level technical computer aided drafting and design (CADD) in support of facility related projects.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Operate CADD station to perform senior level drafting and technical calculations for design reports, existing plans, new construction, remodels, and other public projects.
2. Employ CADD software to calculate and prepare design details, graphics, quantity estimates and engineering report exhibits.
3. Operate CADD software to create three-dimensional surface models from conceptual sketches, programming information and existing databases to calculate quantity takeoffs.
4. Develop and maintain complex CADD data bases including conversion of existing technical drawings to CADD format files, coordinate with outside agencies to manage the incoming electronic documents generated for the Campus Redevelopment Initiative. Coordinate this data with other consultants and other agencies via electronic file transfers.
5. Research records to establish property ownerships, interpret legal descriptions, and recover documents requested by legal interrogatories.
6. Utilize Digital Orthographic Photos to establish topographic design maps and overlays onto the Construction Plans and Geographic Information (GIS) layers.
7. Coordinate with GIS on pertinent CRI needs by using and operating ARC VIEW (or equivalent software).
8. Develop spreadsheets and database files for calculation and manipulation of architectural and engineering data.
9. Maintain and check plans and designs for compliance with County adopted standards, policies, and procedures.
10. Assist consultants and facility staff with architectural, electrical, mechanical and structural requirements.

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STATEMENT OF OTHER JOB DUTIES

11. Assist construction inspection and survey crews with building and miscellaneous field work.
12. May perform other duties as assigned.

MINIMUM QUALIFICATIONS

An Associate of Arts degree in engineering technology, PLUS 6000 hours of CADD use; OR, 5 years CADD experience in preparation of building construction and remodel plans and related technical design support including the 6000 hours of CADD use; OR, any equivalent combination of education and experience which provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment. Six thousand (6,000) minimum hours using AutoCAD drafting and design software (or equivalent) is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- computer aided drafting and design software;
- geometry, algebra, and trigonometry;
- engineering principles and practices including basic hydraulics;
- reading and interpreting architectural and engineering plans, specifications, building standards and building codes;
- creating clear concise graphic displays and exhibits for meetings and reports;
- computer data and file management;
- electronic data transfers via the internet and/or the County's network;
- compliance with County, State, and Federal design standards.

Ability to:

- communicate effectively with engineers, construction contractors, developers, and the general public;
- research and gather facts to present options;
- adapt to changing priorities and technology;
- learn new computer software and revisions to software;
- prepare clear and concise written reports;
- work independently or in a team environment;
- treat others with tact, diplomacy, and respect.

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SUPERVISION

Employees report to the CRI Project Manager or designee as assigned. Employee works independent of direct technical supervision. Work is reviewed in progress or upon completion for accuracy and adherence to architectural and engineering standards.

WORKING CONDITIONS

Work is performed in the office at a computerized drafting and design workstation. Work is done typically sitting at a desk or table and requires repeated hand, wrist, and finger movement to operate the CADD station. Occasional lifting of plan sets is required. Occasional field trip to project and or construction sites is required. Attendance in design and construction meetings will be required.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 2001

Retitled: January 2001 Campus Redevelopment Initiative Technician

EEO Category: 3 - Technicians

Pay Grade: 236 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous