

**BOARD OF REGENTS  
STATE OF IOWA  
REGENT MERIT SYSTEM**

**Class Title:** Drafter

**Class Code:** 3501

**Pay Grade:** 409

**GENERAL CLASS DESCRIPTION:**

Under general supervision, prepares drawings of existing and proposed construction for remodeling and constructing projects and/or mechanical equipment and research apparatus according to established specifications.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Makes detailed drawings of building, remodeling and construction projects, mechanical equipment and/or research apparatus.
2. Measures, records, and draws to scale existing conditions in area proposed for construction.
3. Makes detailed floor plan layouts for suitable office, laboratory and classroom space.
4. Makes detailed drawings of mechanical and electrical layouts.
5. Superimposes new plans on existing conditions layout.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to follow written and oral instructions.
2. Knowledge of technical drafting or engineering practices, procedures and reference sources.
3. Ability to communicate effectively with staff, students and the public.
4. Skill in utilizing computer software for uses such as design, scheduling, planning and or data management.
5. Skill in utilizing computer software packages and online systems.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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**MINIMUM ELIGIBILITY REQUIREMENTS:**

1. Three years of experience in related drafting work, or
2. Any combination of such experience and post high school architecture or engineering education which totals three years and includes at least one year of related experience.

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**REVISION EFFECTIVE: October 1, 2009**