

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non Union

FACILITIES PLANNING AND CAD DESIGNER SPECIALIST
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Required Qualification:

- A.A. or A.S. degree in design or a related field, or equivalent combination of relevant education and experience
- Have a working knowledge of drafting specifications and architectural drawings.
- Have a minimum of three (3) years of successful experience as a CAD/Designer
- Educational background or work experience sufficient to design and modify electronic working plans
- Be proficient with the use of AUTO CAD latest version
- Be able to work from blue prints, schematics and sketches in order to provide accurate design plans
- Be familiar with the use of digitizer and maintaining of files and records
- Have a basic working knowledge of Building Codes and Fire/Safety Codes that are applicable to school construction
- Be familiar with all phases of paperwork, maintenance of files and records necessary for individual projects and Hernando County requirements.
- Self-starter requiring little supervision

Performance Responsibilities:

- Design and prepare detailed electronic (CAD) working plans, charts and/or scale drawings for complex projects from observation, measurements, sketches and specifications and/ or including information provided by contractors and consultants.
- Assist in the design of specifications of capital outlay projects.
- Interface with departmental personnel to obtain details on equipment and materials requirements
- Prepare electronic layouts, charts and detailed scale drawings including materials and equipment requirements using sketches, specifications and information provided by contractors and consultants
- Revise Computer-Aided Designs and plans to comply with modified specifications made during actual construction (As-Builts)
- Provide technical guidance and direction in the interpretation and implementation of specifications and requirements in the use of CAD Files
- Digitize and convert present drawing files into useable CAD files
- Assist in collecting and maintaining all Florida Inventory of School Houses (FISH) reports, special surveys and 5-year mandatory surveys and updates as required by FLDOE including all relocatable classrooms.

- Assists in providing statistical analyses, as required, for Student Demographics, Assignment, and School Capacity.
- Tracks new construction data, net student stations, net teacher stations, net square footage, demolition, new capacity and net Full Time Equivalency. (FTE)
- Assist in zoning boundary planning and redistricting efforts.
- Assist in GIS involvement for zoning boundaries and redistricting.
- Sustain focus and attention to detail
- **Serves as the Permit Technician for the Facilities & Construction Department. Coordinates & processes permit applications, inspection requests and maintains permitting files.**
- Perform other duties as assigned by the Manager of Planning, Design and Construction and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Manager of **Planning**, Design and Construction and /or designee

Evaluation:

Annual evaluation done by the Manager of **Planning**, Design and Construction and /or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category C

Job Code:

74028

Board Approved: 11/14/06

Revised: 01/20/09, 03/03/09, 05/17/11, 06/10/14, 7/6/15, 10/18/16, 06/25/19

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