***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Coordinator, Senior Design/ Draftsman**

Job Family: Design & Construction Sub Family: Draftsman

**Job Summary:**

Coordinate designs and drawings from architect/engineering firms for UMB. Update central drawing database using CAD system to assure accuracy and security of the database.

**Essential Functions:**

* Coordinate designs and drawings with architect/engineering firms to assure that design changes and updates are incorporated into central drawing system to assure accuracy.
* Operate computer-aided drafting equipment or conventional drafting methods to produce designs, working drawings, charts, forms and records.
* Develop internal policies and procedures concerning the drawings database.
* Coordinate structural, electrical and mechanical designs and determine a method of presentation in order to graphically represent building plans.
* Obtain and assemble data to complete architectural designs, visiting job sites to compile measurements as necessary.
* Determine procedures and instructions to be followed, according to design specifications and quantity of required materials.
* Review engineering drawings and designs to ensure adherence to established specifications and standards.
* Resolves problems concerning the content and/or accuracy of the drawings database.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: High School diploma or GED none

* Experience: Two (2) years of experience with operating computer-aided drafting equipment or conventional drafting methods to produce designs, working drawings, charts, forms and records.

Supervisory:

Licensure/Certification:

Other: May consider a combination of directly related experience and education.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1002C

SOC Code: 173010 IPEDS: Computer

EEO6 Code: Professional State Code: 9757015

USM eCode: E40104 AAP Code: 3B