



## **JOB ANNOUNCEMENT**

**Eligibility: Pueblo Housing Authority Employees  
and Qualified Public**

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**October 1, 2020**

**The Housing Authority of the City of Pueblo has an opening for the position of Architectural Draftsman. This is a full-time position with an hourly salary range of \$19.230 - \$21.634, based on experience. Please review the attached job description and qualifications carefully before completing an application.**

**If you have any questions regarding this position, please contact Deb Dagnillo in the Human Resources Department.**

**Applications may be obtained at the Central Management Facility, 201 S. Victoria Ave, between 8:00 a.m. and 4:30 p.m., or on our website at [www.hapueblo.org](http://www.hapueblo.org). Job posting will remain open until the position is filled.**

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# HOUSING AUTHORITY OF THE CITY OF PUEBLO

**DATE:** 08/20 (Revised)

**Title:** Architectural Draftsman

## General Purpose

Performs technical work of routine difficulty involving drafting and design of buildings, betterments and additions and other projects as assigned. Performs related work as required by supervisor.

## Essential Duties and Responsibilities

- Provides drafting services as assigned for both facilities maintenance and modification/renovation projects utilizing current AutoCad files as templates.
- May manage construction projects under \$100,000 that must be completed on time and within budget.
- Performs construction inspections to ensure compliance of plans and specifications.
- Provides inspection reports for maintenance projects, construction projects, control maintenance projects and capital construction.
- Responsible for preparation of assigned drawings and specifications for development and modernization work; assists in site assessment for planned work.
- Produces documentation and blueprints of plans and designs for projects as needed, utilizing AutoCad.
- Assists in monitoring contract funding and periodic estimates from contractors to ensure accuracy and to prevent cost overruns.
- Assists in review and verification regarding satisfactory completion of closing inspection and performance in respect to all warranty items to ensure that necessary corrections have been made.
- Participates in office meetings with management personnel regarding programming, periodic reviews and formal presentations.
- Researches site restrictions such as zoning, easements, utilities, etc.
- Assists in developing various schedules and outline specifications for materials, finishes, fixed equipment, fixtures, construction time and construction cost.
- Assists in the coordination of all documents produced by the Architect and consultants.
- Reviews construction specifications, organization, purpose and format and assists in writing specifications.

## Education, Training and Experience

- Two-year degree in drafting and design from an accredited institution or equivalent work experience.
- Five years' experience in use of AutoCad.
- Valid Colorado driver's license with eligibility for coverage under HACP fleet auto insurance.

### **Knowledge and Qualifications**

- Considerable knowledge of Computer Assisted Drafting and design and basic data processing principles and practices.
- Good knowledge of International Building Codes.
- Good knowledge of methods and materials of construction applying to residential, commercial and industrial structures.
- Ability to read and comprehend technical materials and information; to write technical material clearly, accurately and concisely; to prepare clear and concise narrative, statistical and technical reports.
- Ability to work independently and as part of a team.
- Strong organizational skills and attention to detail.
- Ability to process work quickly, accurately and with changing priorities.

### **Materials and Equipment Used**

Standard office equipment, Word, Excel, AutoCad, and Adobe Acrobat.

### **Supervisory Responsibilities**

Employee does not have any supervisory responsibilities.

### **Working Environment and Physical Responsibilities**

Work is performed both indoors and outdoors and typically involves both sedentary periods and the type of physical exertion common to the construction and rehabilitation industries, such as long periods of bending, stooping, standing, walking over rough terrain and inspecting HACCP developments, sites and facilities. May be required to spend extensive time periods working with the computer and may experience eye strain.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel within this classification.*