



NEW MEXICO STATE PERSONNEL OFFICE
invites applications for the position of:

Architectural and Civil Drafters-Advanced (DMA #69560)

SALARY: \$11.31 - \$19.67 Hourly
\$23,524.80 - \$40,913.60 Annually

OPENING DATE: 09/10/14
CLOSING DATE: 09/24/14 11:59 PM
DEPARTMENT: Military Affairs
LOCATION: Albuquerque

JOB DESCRIPTION:
IMPORTANT NOTICE:

Attached resumes will not be reviewed or considered. You are required to include your work experience in the Work Experience section of your application. If you have previously included work history on a resume you must transfer your work history into the Work Experience section prior to submitting your application. For more information please visit our website: [Employment with the State of New Mexico](http://employment.state.nm.gov)

Purpose of Position:

This position produces and maintains architectural drawings using the agency's computer aided drafting (CAD) software and maintains the New Mexico Air National Guard Common Installation Pictures (CIP).

This position is a Pay Band 50.

CLASSIFICATION DESCRIPTION:
[Architectural and Civil Drafters-Advanced](#)

MINIMUM QUALIFICATIONS:

High School Diploma or GED or Certificate in Technical or Architectural Drafting and one (1) year of experience in technical and/or architectural drafting or blueprints.

Employment Requirements:

Must possess and maintain a valid New Mexico driver's license.

Statutory Requirements:

N/A

SUPPLEMENTAL INFORMATION:

Working Conditions:

Some travel may be required. Outdoor periodic site visits is required. Work is performed in an office setting with exposure to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Some bending, standing, and lifting up to 35 pounds. Some travel may be required. May be required to work nights and weekends during State Activated Emergencies, and during appropriation request and operating budget preparation. Standard business hours 7:00 A.M. - 3:30 P.M. Monday through Friday.

Conditions of Employment:

Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions, and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status:

Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit:

This position is not covered by a collective bargaining agreement.

Agency Contact Information:

Lt. Col. Christopher Baca, (505) 846-7788 or Email: christopher.baca@us.af.mill

Link to Agency:

www.nm.ngb.army.mil/state/home/dma.htm

Applicant Help/How to Apply:

www.spo.state.nm.us/State_Employment.aspx

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.spo.state.nm.us>

2600 Cerrillos Road
Santa Fe, NM 87505

Job #2014-04820
ARCHITECTURAL AND CIVIL DRAFTERS-ADVANCED (DMA
#69560)
AS

Architectural and Civil Drafters-Advanced (DMA #69560) Supplemental Questionnaire

- * 1. Please indicate the highest level of education you have **completed**. If you have responded that you have an education higher than a high school diploma or GED, you must attach a copy of your official/unofficial transcript(s) that clearly state the type of degree and date awarded/conferred, institution name, applicant name and is in a format that cannot be modified (edited). Your application WILL NOT be considered for further review if you have failed to provide this information.
- ☐ Eighth Grade
 - ☐ Tenth Grade
 - ☐ High School Diploma or GED
 - ☐ Associates Degree or Technical/Vocational Certificate
 - ☐ Bachelors
 - ☐ Masters
 - ☐ Juris Doctorate
 - ☐ Ph.D. / PsyD / Ed.D. / M.D. / D.O. / Doctorate
- * 2. *How many years of experience do you have RELATED to the PURPOSE of this position? Please note that the purpose of this position is an extension of the minimum qualifications. Please review both the purpose of position and minimum qualifications before responding to this question.
- ☐ None
 - ☐ 3 months of experience
 - ☐ 6 months of experience
 - ☐ 1 year of experience

- ☐ 2 years of experience
- ☐ 3 years of experience
- ☐ 4 years of experience
- ☐ 5 years of experience
- ☐ 6 years of experience
- ☐ 7 years of experience
- ☐ 8 years of experience
- ☐ 9 years of experience
- ☐ 10 years of experience

- * 3. E1012A Have you consulted with project managers to ensure compliance with design plans and specifications during construction?
 - ☐ Yes
 - ☐ No
- * 4. E1011O Have you coordinated schedules to facilitate delivery of materials, equipment, and personnel needed for construction?
 - ☐ Yes
 - ☐ No
- * 5. E1011A-705 Have you prepared and presented architectural documents and information including updating and maintaining Geospatial digital map data?
 - ☐ Yes
 - ☐ No
- * 6. E1011O Have you developed, coordinated, implemented, and analyzed project needs?
 - ☐ Yes
 - ☐ No
- * 7. E1011A Have you developed, implemented, and analyzed project needs?
 - ☐ Yes
 - ☐ No
- * 8. E1011A-705 Have you developed, monitored, maintained, and filed architectural plans and specifications?
 - ☐ Yes
 - ☐ No
- * 9. E1011A Have you consulted and advised other design professionals on project modifications?
 - ☐ Yes
 - ☐ No
- * 10. E1011A Have you reviewed improvement projects to estimate costs and establish budget?
 - ☐ Yes
 - ☐ No
- * 11. E1011O Have you inspected and overseen projects to ensure construction consistency, timeliness, and compliance with applicable codes, regulations and laws?
 - ☐ Yes
 - ☐ No
- * 12. E1011A-705 Do you have a minimum of four (4) years of experience drafting, AutoCAD, ArcGIS?
 - ☐ yes
 - ☐ no
- * 13. I understand that I must attach transcripts if I have certified that I have an education

higher than a High School Diploma or GED, which include the date and type of degree awarded, institution name, applicant name and is in a format that cannot be modified (edited). PLEASE NOTE: Attachments are NOT automatically attached to your application. You will need to select which documents to attach to each application. (The last 15 attachments uploaded are available for selection). I understand that my response to the experience question will be confirmed. I have included my related work experience in the Work Experience Section of my application. I understand that I must complete the Certificates and Licenses section of my application or attach proof of this license/certificate to my application if this position has a statutory requirement. I understand that my application will not be further considered if I fail to provide this required information and documentation at the time my application is submitted.

☐ I understand

* Required Question