

DRAFTING SPECIALIST I

NATURE AND VARIETY OF WORK

This is entry level skilled para-professional drafting work. Work involves the application of specific para-professional engineering skills and techniques in the completion of a considerable variety of drafting and detailing assignments. Work is performed under general supervision and is evaluated for quality, appearance and accuracy.

Upon the satisfactory completion of a probationary period, incumbents may be non-competitively promoted to the II full performance level subject to management's discretion.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Inks, traces and letters charts, graphs, maps, plans and other drawings; prepares miscellaneous illustrative material such as charts and graphs; plots and inks plan and profile sheet from field books.

Makes a variety of corrections to maps from field notes; plots changes in roads, rivers, creeks, railroads, city and county boundaries, and building locations; delineates and transfers data from aerial photographs to maps.

Does the less complex work in drawing bridge plans; figures concrete and steel quantities from plans; figures approach quantities from cross sections.

Makes title sheets for plans; writes project descriptions, draws map of area; applies index to map sheets; and does related work in connection with titling.

Computes earthwork computations; uses Leroy lettering set to prepare various documents and charts; uses engineering office equipment, desk calculators; plots coordinate points on various maps and plans.

Assigns lot numbers to new plats in the city; assigns house numbers to new structures.

Occasionally visits the field to clarify problems involving house numbering.

Prepares inked tracings of existing atlas pages when necessitated by deterioration, and makes additions or corrections to atlas maps as necessary to maintain information.

Inputs information into the micro-computer such as engineering cost estimates, mile stone reports, flood plains, etc.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Working knowledge of the uses and adaptabilities of the materials, instruments and equipment typical of cartographic and general engineering drafting.

Ability to read and interpret various kinds of maps, graphs, charts, plans and survey notes.

Ability to understand and follow oral and written instructions.

Ability to maintain accurate and retrievable records.

Ability to develop skill in engineering drafting within a reasonable training period.

MINIMUM QUALIFICATIONS

Some experience in drafting and illustrating assignments; graduation from high school or GED equivalent, including or supplemented by course work in mathematics and mechanical drawings; or any equivalent combination of experience and training.

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