

DRAFTING SPECIALIST II

NATURE AND VARIETY OF WORK

This is skilled full performance level para-professional drafting work. Work of this class involves responsibility for following standard but moderately complex procedures in carrying out a considerable variety of assignments in general engineering drafting, detailing, and related work. Work is reviewed by supervisor for quality, appearance and accuracy.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs the full range of drafting duties and responsibilities.

Prepares renderings of preliminary plans, details and final plans for modifications to existing building structures.

Develops construction cost estimates for proposed building improvement plans.

Creates, maintains and distributes map of County area, including name of streets and water mains.

Makes detailed drawings of manhole covers, frames and catch basins.

Details street intersections, showing location of valves, fire hydrants, water mains and their sizes.

Traces standards for street improvements, reinforcing specifications for concrete construction and concrete alley mouth and pavement; plans and profiles for street improvements, striping plans, channel grading and revetment plans, street widening and median removal plan, general layout and drainage plans, runway and taxiway striping and similar tracing tasks.

Reduces survey notes and plots preliminary drawings, including all property lines and existing utilities such as water mains, gas mains, underground electrical and telephone conduits, steam mains, sanitary laterals and storm and sanitary sewers.

Participates in the preparation of drawings, art work layout and narrative for urban renewal fact sheets, flyers and brochures.

Works with tax maps, topography maps, subdivision plats, surveys and engineering reports as well as all deeds, court records, legal description of properties, and property assessment records.

Performs data entry tasks which includes inputting engineering estimates, flood plains and other engineering information into a micro-computer.

Reviews consultants' engineering plans for drafting correctness.

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

Considerable knowledge of cartographic and standard engineering drafting principles, practices and equipment.

Knowledge of computer terminal operations.

Skill in the use of drafting instruments.

Ability to read and interpret maps, plans, aerial photographs, survey notes and other records.

Ability to plan and assist in the work of lower level drafting personnel.

Ability to understand and follow complex oral and written instructions.

Ability to maintain good retrievable records.

MINIMUM QUALIFICATIONS

Experience in varied drafting work related to the area of assignments, graduation from high school, including or supplemented by course work in mathematics and mechanical drawings, plus at least one (1) year's experience at the level of Drafting Specialist I; or any equivalent combination of experience and training.

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REVISED: 3/76
REVISED: 10/88