

DRAFTING SPECIALIST III

NATURE AND VARIETY OF WORK

This is advanced para-professional lead work in engineering drafting. Incumbents of this class are assigned an area of work with responsibility for leading subordinate draftsmen and other subprofessional personnel in the execution of drafting assignments. Work is performed under general supervision and is evaluated in terms of work production, timeliness and successful completion of assignments.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Leads subordinate draftsmen or participates in highway and structure work by taking rough diagrams and notes from professional engineers/space planners and arranging them properly into final construction drawings, building plans, office layouts, and ceiling and construction/demolition plans (architectural).

Makes on-site visits to take measurements and assist in computing and estimating material quantities.

Drafts industrial and commercial site plans and location of County buildings.

Prepares traverse lines, base lines, and center lines taken from survey field notes and prepares drawings by plotting coordinates taken from computer print-outs.

Prepares architectural renderings, art work, layout, and narrative for marketing fact sheets, flyers and brochures and drafts statistical charts.

Plots topography and prepares Prince George's County's standards with specification drawings.

Completes details connected with engineering drawings including cutsheet quantities, earthwork, field book breakdown and final quantity checks.

Serves as liaison and works with engineers, surveyors and other personnel related to the drafting of plats for recording in the Land Records of the County.

Develops estimates of future needs for effective operation of the drafting function.

Assigns lot numbers and new plats in the County.

Assigns house numbers to new structures and prepares ink tracing of existing pages when required.

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

Reviews consultants' engineering plans for drafting correctness.

Conducts training, provides employee counseling, and assists supervisor in evaluating employee performance.

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

Thorough knowledge of the principles, practices and equipment of cartographic and engineering drafting.

Knowledge of computer terminal operations.

Considerable knowledge of the engineering principles and practices applied in the preparation of civil or hydrographic engineering plans.

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

Ability to maintain good work relationship with all levels of employees and the general public.

Ability to maintain accurate retrievable records.

Ability to lead subordinates and evaluate employee performance.

MINIMUM QUALIFICATIONS

5123 – Drafting Specialist III

Considerable years of experience in varied engineering drafting work. Graduation from high school, preferably supplemented by advanced college level training in engineering drafting, and at least two (2) years experience at the level of Drafting Specialist II; or any equivalent combination of education and training.

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