

CLASS SPECIFICATION FOR
Drafting Technician I

GENERAL STATEMENT OF DUTIES: Performs skilled work preparing drawings, maps, charts, engineering plans, brochures, graphics and displays; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class prepares plats, plans and other drawings in workable form from field notes and sketches or from oral instructions; the incumbent may also do inking or be responsible for preparing a variety of graphics and/or other display/information materials. An employee in this class may work as an engineering records clerk. The work includes the performance of related mathematical calculations. An employee in this class works under general supervision.

EXAMPLES OF WORK (illustrative only):

- Prepares plats for easements to be granted and rights-of-way to be dedicated;
- Plots street, sewer and water base lines and locates property with relation to this line;
- Updates County land use maps;
- Redrafts old land tracts that are indistinct or illegible;
- Plots topographical surveys and roadway improvements;
- Sketches plane and profile drawings of roads and utility systems;
- Assigns house numbers;
- Prepares drawings and designs for publications;
- Plots new subdivisions, dwellings, office buildings, businesses, and industries to County maps;
- Prepares recreation and park facility maps;
- Assists in the preparation of illustrative material, maps and plans for various meetings or displays;
- Provides information to the public in person or by phone regarding agency projects, policies and procedures;
- Maintains records relating to existing land use;
- Plots water and sewer main extensions to County maps;
- Maintains plat books and files and sells maps and plans to the public;
- Prepares maps for public hearing exhibits;
- Maintains drafting reproduction and data gathering tools in good working order;
- May order and inventory drafting supplies;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the principles, practices and techniques of drafting; ability to use drafting instruments and lettering devices; some knowledge of geometry and trigonometry; ability to plot plans by the use of deflection angles or tangent offsets; ability to compute and plot simple highway curves; ability to use and operate a calculating machine; ability to letter freehand.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school supplemented by courses in engineering technology and one (1) year of drafting experience related to the duties or subject area of a given position; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.