

ENGINEERING DRAFTING TECHNICIAN IDEFINITION

Under immediate supervision, performs skilled drafting or checking of maps, plans, charts and tracings.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Makes neat and accurate tracings and drawings. Transfers scales and details enlargements from sketches to plans. Makes algebraic, geometric, and trigonometric computations of average difficulty for such purposes as calculating areas, volumes and quantities for cost estimates. Assists in computing grades, reducing field survey notes, plotting topography, profiles, alignments and cross sections. Collects and analyzes data manually and/or with aid of a computer. Works at a public counter interpreting and explaining codes and statute requirements, engineering specifications and other related municipal, state and federal regulations to construction contractors, architects, builders, property owners and the general public. Reviews construction plans and indicates corrections. Calculates and collects permit fees and issues street work permits. Uses computer aided design and drafting software. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is an entry-level drafting classification. Employees in this classification perform skilled drafting work in preparing neat and accurate tracings and drawings or reviewing plans and working at a public counter. Their assignments are specific in nature and their work involves no supervisory responsibility. This classification differs from the next higher-level classification of Engineering Drafting Technician II by the complexity and scope of the work performed.

RECOMMENDED MINIMUM QUALIFICATIONS

Graduation from high school including or supplemented by coursework in drafting, survey, trigonometry and higher mathematics, and one year of drafting experience; or any combination of training and experience which provides the knowledge, skills and abilities listed below.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: mathematics related to mapping and survey work; drafting techniques; basic knowledge of nomenclature, symbols, practices and instruments used in civil engineering, drafting and survey; basic knowledge of design and land use regulations and ordinances is desirable.

Skill in: the use of both pencil and ink in drafting on paper and film. Some skill in the use of calculators, micro-stations and personal computers is highly desirable.

Ability to: make arithmetic computations rapidly and accurately; use drafting equipment; letter neatly and clearly by free-hand and mechanical means; understand and follow oral and written directions; express ideas clearly and concisely orally and in writing; establish and maintain effective working relationships with coworkers, representatives of governmental and non-governmental agencies and the general public.

#### SPECIAL MINIMUM REQUIREMENTS

Must possess and retain a valid California Class C Driver's License.

#### CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is attentive to details and accurate with computations. This individual enjoys assisting others, particularly citizens at a public counter, and is also able to work effectively on assignments involving little interaction with others.

Original class title: Engineering Draftsman  
Class title established per Resolution No. 58-281,  
effective 11-1-88  
Title changed effective 7-1-81  
Resolution 82-110 confirmed title change  
Class specification revised: 04/03  
ADA Approved: 04/03