

ENGINEERING DRAFTING TECHNICIAN IIDEFINITION

Under general supervision, performs highly skilled drafting and subprofessional engineering work.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Plots cross sections and prepares profiles from field notes. Calculates quantity and cost estimates, curves, and coordinates of alignment performing difficult algebraic and trigonometric computations. Prepares detailed layouts and finished drawings from design sketches for streets, street striping, traffic signals and signal modification, water supply, sewer, storm drains, landscape, irrigation, or building construction. Prepares, checks and compares legal descriptions of land. Plots from legal descriptions, prepares maps for property acquisition and other needs. Prepares specifications under supervision or from pre-determined standards. Performs field investigations to authenticate information on field notes and investigates citizen's complaints. Performs drafting using computer-aided design and drafting software. Prepares visual aids for public presentations. May work at a public counter interpreting and explaining code, permit, and statute requirements, engineering specifications and other related municipal, state and federal regulations to construction contractors, architects, builders, property owners and the general public. May occasionally supervise the work of other employees. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is a journey-level drafting classification. An employee of this class may work independently or as a member of a group. Work in this class is distinguished from that of the Engineering Drafting Technician I by the greater complexity of the assignments received and by the greater independence with which an incumbent is expected to operate.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and experience equivalent to two years of college in an engineering field and two years of experience as an engineering drafting technician at least one of which shall have been in civil engineering or any equivalent combination of training and experience which results in the following knowledge, skills and abilities:

Knowledge of: nomenclature, symbols, practices and instruments used in civil engineering, drafting and survey; mathematics, including algebra and trigonometry; and design and land use regulations and ordinances.

Skill in: the use of instruments and pens used in drafting, calculators, personal computers. Skill in the use of computer-aided design and drafting software is highly desirable.

Ability to: interpret field notes and apply interpretations in the preparation of profiles, cross sections, and topographic maps; prepare reports and complex quantity and cost estimates; prepare deeds and legal descriptions; read and interpret construction plans, specifications, and related regulations; understand and follow oral and written directions; express ideas clearly and concisely orally and in writing; interface effectively with representatives of other governmental and non-governmental agencies; deal tactfully with the public and maintain cooperative working relationships.

SPECIAL MINIMUM REQUIREMENTS

Possession of a valid California Class C Driver's License.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is willing and able to perform a wide range of duties including routine and mundane tasks as well as sophisticated technical work. Must be creative and imaginative when preparing graphic art illustrations yet fully able to follow precise directions and procedures when narrow guidelines exist.

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: 4/94; 3/03
ADA Approved: 5/94;