

CLASS TITLE: SENIOR DRAFTERPERSON

Class Code: 02774500
Pay Grade: 23A
EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the supervision and work of a staff engaged in drafting plans for various modes construction and reconstruction, and making topographical maps; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior with latitude for the exercise of initiative and independent judgement; work is reviewed for conformance to established policies, practices, and instructions, and the application of accepted drafting principles and techniques.

SUPERVISION EXERCISED: Supervises and reviews all activities of a drafting unit.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the supervision and work of a staff engaged in drafting plans for various modes of construction and reconstruction, and making topographical maps.

To prepare work for multicolor reproduction to interpret photo mosaics.

To prepare maps of various scales presenting information on the location of areas, land use or public facilities.

To make sketches and illustrations of the “commercial art” type in order to portray existing or anticipated conditions.

To prepare charts such as bar graphs to illustrate changing quantities over a period of time or similar data series.

To oversee and layout assignments to subordinate draft persons.

To assign and supervise the reproduction of blueprints and the microfilming of plans and drafted material.

To give detailed instructions and explanations of work to be done.

To maintain an extensive filing system containing land use records and transportation plans.

To conduct an ongoing program of training for new draft persons.

To make final check and review of all work done by the unit and all right-of-way plans and description.

To provide information to engineering firms, contractors and the public in general.

As required, to coordinate reproduction and publication processes.

To prepare weekly and monthly progress reports.

To order supplies and drafting equipment.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices, nomenclature, symbols and materials used in drafting; a thorough knowledge of procedures, specifications and requirements for complete preparation and reproduction processes; a working knowledge of the state procuring and requisitioning procedures; a working knowledge of filing and storage practices and methods; a working knowledge of federal regulations pertaining to the preparation of specific drawings; the ability to supervise and review the work of a staff engaged in the preparation of complicated, accurate and neat drawings based on designer’s sketches and notes; the ability to conduct on ongoing program of

training for new draft persons; the ability to provide information to engineering firms, contractors, and the public in general; the ability to write recurring and special reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: completion of twelve school grades and completion of a certified vocational curriculum of courses in drafting, graphic techniques, commercial art, engineering drawing, or, graduation from a college of recognized standing, including or supplemented by courses in drafting and/or cartography; and

Experience: Such as may have been gained through: employment in a responsible drafting position in one or more of the various fields in planning and/or civil engineering.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: July 6, 1986

Editorial Review: 3/15/03