

DRAFTER**Nature of Work**

Under general supervision, performs technical drawing work in the preparation of plans, drawings, and specifications. Confers with engineers and other professional staff to interpret design concepts, determine nature and type of required detailed working drawings, and coordinates work with others. Prepares complicated designs, drawings and layouts working from engineering specification using computer-aided drafting (CAD) methods. Participates in writing and incorporate engineering change orders. Creates and maintains drawings, calculates dimensions, weights, capacities or quantifies by applying mathematical formulas. Creates and maintains drawings/unit back-up records and product development history for future use. May be required to produce digitized versions of existing hard-copy blueprints. May be required to travel statewide. Performs related work as required.

Examples of Work Performed

Drafts preliminary and final construction plans from sketches or drawings furnished by a designer.

Calculates types and quantities of materials necessary to construct architectural and engineering structures.

Obtains material costs estimates from potential suppliers.

May requisition materials in accordance with building plans and purchasing guidelines.

Performs basic inspection of construction sites to assure compliance with plans.

Creates maps by plotting natural and man-made culture from compass bearings, tangent distances, and other necessary data from survey notes.

May attend meetings and present drawings.

Required Knowledge, Skills and Abilities

Knowledge of modern drafting methods.

Knowledge of basic civil engineering construction details and methods.

Knowledge of computer aided drafting.

Ability to design using CAD from Concept information received from engineering, suppliers and customer specifications.

Ability to make complex mathematical computations.

Ability to read and interpret a variety of maps, plans, aerial photographs, survey notes, and other cartographic records.

Ability to understand and follow oral and written instructions.

Ability to communicate technical information, whether written or verbal to other departments or units throughout the organization, including creation and participation with group presentations.

Ability to function in an environment with minimal supervision, while performing multiple tasks.

Ability to establish and maintain effective working relationships with other employees, officials, and the general public.

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DRAFTER (CONT'D)

Minimum Qualifications

Training: Graduation from a standard high school or the equivalent.

Experience: Three years of full-time or equivalent part-time paid employment in drafting work.

Substitution: A certificate of completion in an approved drafting program of least 1080 clock hours from a secondary vocational-technical school, commercial college or school of comparable level or six semester hours in drafting from an accredited college or university may be substituted for one year of the above experience **OR** an associate degree in drafting or design may be substituted for two years of the required experience.

Minimum Qualifications for the General Services Division

Training: A certificate of completion in an approved drafting program of least 1080 clock hours from a secondary vocational-technical school, commercial college or school of comparable level.

Experience: Four years of full-time or equivalent part-time paid employment in drafting work.

OR

Training: An Associate's degree in drafting.

Experience: Two years of full-time or equivalent part-time paid employment in drafting work.

Established: 9/16/93

Revised: 8/22/06

Effective: 8/22/06