

CARTOGRAPHIC DRAFTER, SENIOR

Nature of Work: Under general supervision, at the advanced level, performs technical drafting work in the preparation of a wide variety of plans, maps, and miscellaneous illustrative materials. Assists a manager or supervisor in determining work priorities for drafting jobs, makes work assignments to drafters and monitors the workload of a unit or group of drafters. Responsible for final editing of work assigned. Performs related work as required.

Distinguishing Characteristics: The Cartographic Drafter, Senior is characterized by performing as a lead worker of a technical staff, but the primary duties are drafting.

Examples of Work

Creates maps, charts, graphs, pictorial diagrams, and other graphic materials.

Edits and review work of technical and support staff.

Resolves procedural problems prior to final drafting.

Assigns and distributes edited field maps or notes to drafters.

Edits and reviews final products of co-workers.

Makes changes as necessary to final master maps.

Maintains records of delivery dates for maps.

Monitors needs of unit for supplies, equipment, map copy machine; has responsibility for maintenance of copy machine.

Assists in the preparation and maintenance of natural resource map requirements.

May train new employees.

Knowledge, Skills and Abilities

Knowledge of property ownership mapping principles.

Knowledge of drafting techniques and equipment.

Skill in mapping techniques and procedures.

Skill in the use of various drafting instruments and materials.

Ability to make complex mathematical computations.

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

Ability to plan and supervise work of lower level drafters and trainees.

Ability to understand and follow oral and written instructions.

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

CARTOGRAPHIC DRAFTER, SENIOR (CONT'D)

Minimum Qualifications

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

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

Substitution: A certificate of completion in an approved drafting program of at least 1,080 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 two years of the required experience.

Established: 10/21/93
Effective: 11/16/93