

Code: 2420

Title: DRAFTING SPECIALIST

SUMMARY: Researches, prepares and produces technical drawings, plans and related documentation in the areas of assignment, such as: engineering, property, civil, planning, or architectural drafting.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Prepares and produces technical drawings of property, roads, sewers, structural, architectural, mechanical and related plans using manual techniques and/or computer-aided drafting equipment and software;
Compiles engineering data from area, subdivision and assessment maps;
Prepares rezoning documents to illustrate present and proposed roads, highways, zoning and land use;
Prepares base maps and records land use and zoning using manual and/or computer aided drafting equipment and techniques;
Drafts, updates and reproduces assessment record maps and plats;
Participates in the layout and calculation of construction projects;
Makes calculations for curves and alignment of roads, sewers and drainage ways;
Sketches, traces and letters work as required with the use of computer aided equipment and/or freehand;
Interprets preliminary information from survey and other notes and sketches;
Checks blueprints submitted by architects and engineers for sufficiency of drafting detail;
Drafts plans for the remodeling, repair or expansion of existing County facilities and structures;
Gathers information and performs preliminary research to verify the accuracy and completeness of maps, titles, legal descriptions and project specifications;
Participates with the work unit in space use studies and in preparing working drawings;
Participates with the work unit in preparing cost estimates for various projects;
Prepares and maintain files, reports, documentation, photographs, databases and/or maps;
Operates various printing and duplicating equipment;
Participates in the work unit training of drafting personnel;
May perform GIS processing tasks by using ARC Macro Language (AML), ARC/INFO routines and/or LISP programs to produce reports, maps, and related GIS products and services;
May act as lead in projects or assignments.

KNOWLEDGE & SKILLS:

Knowledge of:

- computer-aided drafting and graphic interface software;
- drafting terminology, methods and practices;
- engineering, property, planning, civil or architectural drafting techniques;
- algebra, geometry, trigonometry and cartography as applied to drafting.

Some positions may require knowledge of terminology, practices, and procedures specific to the area of assignment.

Skill in:

- use of automated information systems to maintain and produce data files, reports and documents;
- using computer-aided drafting programs and equipment;
- using drafting instruments, freehand drawing and lettering;
- making mathematical and engineering calculations;
- reviewing, analyzing and evaluating information;
- reading, interpreting, and preparing drawings, graphs, charts and maps;
- maintaining and preparing logs, files, records and reports;
- communicating effectively.

MINIMUM QUALIFICATIONS:

Two years of drafting experience including one year of computer-aided drafting equipment experience. Some positions may require additional or specialized education from an accredited college, university, technical or vocational school, training or experience.

(Relevant education from an accredited college, university, technical or vocational school may substitute for one year of the aforementioned general experience.)

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.