



# Drafting Technician

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
DRAFTING TECHNICIAN I	2181	A18	\$45,521 - \$71,055
DRAFTING TECHNICIAN II	2182	A20	\$51,158 - \$81,351

## GENERAL DESCRIPTION

Performs drafting work compiling and organizing engineering and drafting data, designing structures and recommending design changes, and preparing specifications and estimates.

## EXAMPLES OF WORK PERFORMED

Designs structures and recommends design changes.

Prepares preliminary and final plans, specifications, estimates, detailed drawings from field notes, instructions, original plans, proposed changes, diagrams, and other data.

Prepares preliminary and final quantity estimates and hydraulic calculations for drainage structures.

Draws plans and maps by hand or with computer-aided graphics and makes revisions as needed.

Produces contour maps, isometric projections, miscellaneous sketches, and right-of-way maps.

Assembles construction information and details for plans, calculates vertical and horizontal curves, and plots preliminary and final cross sections.

Verifies calculations, shop drawings, and submittals by contractors for pay estimates or conformance to plans and specifications.

Verifies field notes and plots preliminary and final cross-sections.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level II may also perform the full range of work identified in the level preceding its own.*

**Note:** Factors that may distinguish between the journey and senior levels include the degree of independence in performing the work and the complexity of the work and may include the employee's related experience, education, and certifications. Other factors may include the type, nature, and scope of the assigned project.

**DRAFTING TECHNICIAN I:** Performs complex (journey-level) drafting work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may routinely assist others in performing work of greater complexity.

**DRAFTING TECHNICIAN II:** Performs advanced (senior-level) drafting work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Plan, organize, and review work projects.
- Review various work products including preliminary and final plans, specifications, estimates, drawings, calculations, and maps.
- Prepare reports requiring maps, charts, and sketches.

## GENERAL QUALIFICATION GUIDELINES

### EXPERIENCE AND EDUCATION

Experience in drafting work. Graduation from a standard senior high school or equivalent supplemented by courses in drafting, architectural or mechanical drawing, and mathematics is generally preferred. Experience and education may be substituted for one another.

### KNOWLEDGE, SKILLS, AND ABILITIES

#### For all levels

- Knowledge of drafting principles, techniques, and procedures; algebra, geometry, and trigonometry; engineering and surveying principles; and building construction methods and components.
- Skill in the use of drafting and lettering instruments and computer graphics equipment.
- Ability to draft plans and drawings; to interpret field notes, sketches, plans, or specifications; to make mathematical calculations; to check drawings, computations, plans, estimates, design details, or specifications for accuracy; to analyze and solve drafting and design problems; and to communicate effectively.

#### Additional for Drafting Technician II level

- Ability to oversee the timely completion of projects.