

ENGINEERING DRAFTER

GENERAL STATEMENT OF DUTIES: Under general supervision of a professional engineer, prepares maps, plans, graphs, etc. in an engineering department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of specialized drafting involved in engineering projects, maps and other engineering records. Work is performed with some leeway for independent judgment with only spot checks as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares maps, plans, charts from detailed sketches, drawings, and diagrams;

Does lettering of various types and styles as required in titles, legends, etc.;

Assists in the field collection of map and plan data;

Drafts finished contract drawings, plans and maps for sewers, drains, water mains, highways, etc.;

Keeps engineering maps and records up to date;

Revises zoning map and general street map to reflect changes and additions;

Does simple mathematical computations in connection with above work.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the methods, practices and instruments used in freehand and mechanical drawings and lettering; ability to make simple mathematical computations; skill in use of drafting instruments; ability to prepare maps, graphs, charts and related materials; ability to understand and carry out oral and written directions; ability to get along well with others; neatness; accuracy; courtesy; tact; initiative; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a standard high school course or possession of a high school equivalency diploma and four years of experience in map, mechanical, structural or architectural drafting; or (b) completion of a four year general course in map, mechanical, structural or architectural drafting; or (c) completion of a four year Bachelor's Degree course in engineering or architecture; or (d) a satisfactory equivalent combination of the foregoing training and experience.