

SENIOR DRAFTING TECHNICIAN

Code No. 3-13-004

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position provides technical support involving drafting working plans and drawings from rough sketches or notes, for engineering purposes. Work is performed utilizing computer-aided drafting techniques. Assignments typically involve drafting plans and updating and modifying drawings for various physical structures, buildings, roadways, sewer and drainage structures. This position may involve field work at construction job sites. This position differs from Drafting Technician by virtue of its higher technical skill and independent performance. The employee reports directly to, and works under general supervision of, a senior-level staff member. Supervision may be exercised over subordinate staff, or the employee may coordinate specific projects. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Develops preliminary layouts based on information provided including dimensions, orientations, site studies, project type, etc.;

Studies existing drawings of structures and/or utilities in relation to proposed repairs, renovations or modifications and drafts project drawings based on information, data and directions provided by the engineer in charge of the projects;

Keeps current with various standard drafting and detailing practices endorsed by the American Concrete Institute, American Institute of Structural Construction, Pre-Stress Concrete Institute and other technical organizations relevant to engineering works;

Completes working drawings for various projects of diverse degrees of difficulty with close supervision from the engineer in charge of the project;

Prepares "as-built" drawings of projects by modifying project work drawings using information, data and directions provided by the engineer in charge of the project;

Updates computerized file drawings at the conclusion of renovation or modification projects;

Prepares profile and cross-section drawings;

Reviews and comments on contract documents during the pre-bid phase;

Maintains existing electronic drawing files and paper record drawings for accuracy, including taking field measurements and verifying construction, prior to making changes to computerized master drawings;

Serves as a member of a field survey party and acts as party chief when required;

Prepares detailed cost estimates for proposed alterations;

Reviews the drawing file systems and develops revisions to improve file maintenance system.

When assigned to the Monroe County Department of Transportation:

Drafts field edited highway plans, designs guide rail plans, inspects highway rehabilitation and guide rail improvement projects.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the basic concepts, terminology, and proper procedures used when creating technical drawings utilizing computerized drafting software; good knowledge of the fundamentals of algebra, plane geometry and trigonometry used in drafting; working knowledge of the physical sciences as they relate to drafting activities; ability to read and interpret project drawings and specifications; ability to conduct technical surveys; ability to read, analyze, and solve technical-level written problems involving addition, subtraction, multiplication, division, algebraic equations, geometric concepts and figures and basic trigonometric functions; ability to develop detailed cost estimates; ability to maintain drawing file systems; ability to establish and maintain effective professional relationships; good judgment in resolving drafting problems; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Two (2) years paid full-time or its part-time equivalent experience in computer-aided drafting or computer-aided mechanical or architectural drawing; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Drafting, Architectural Drafting, Architecture or Civil or Construction Technology, with at least six (6) college semester credits in coursework that involved computer-aided drawing*; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

*Candidates who meet the minimum qualifications under (B) above must submit a student or official copy of the college transcript or itemized list of course work and credits received, and course descriptions of the computer-aided drawing coursework, at the time of application.

SPECIAL REQUIREMENT:

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

REVISED: December 19, 1985

REVISED: September 17, 1992

REVISED: February 9, 1995

REVISED: November 6, 2008

ADDITIONAL INFORMATION:

Depending on the position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.