

SUPERVISING DRAFTING TECHNICIAN

Code No.: 3-14-003

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory position involving responsibility for the collection, evaluation, and graphic presentation of engineering data and concepts. Work involves supervision and participation in the planning, design and construction of departmental engineering projects. Work is performed under the general supervision of the Chief of Design. Direct supervision is exercised over a staff of drafting technicians. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assigns the plotting and checking of survey results to appropriate personnel;

Supervises and participates in the layout, drafting and checking of all designs, charts, drawings and specifications;

Confers with other departments and divisions on the planning and scheduling of work to be done;

Supervises the collection and tabulation of data, the preparation of reports and the completion of routine studies;

Supervises the indexing, filing and maintenance of engineering drafting records.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles and techniques of drafting; good knowledge of the methods, procedures and techniques used in the development of major and minor engineering projects of various kinds; good oral communication skills; ability to do free hand printing and drafting; ability to express and communicate engineering concepts and decisions; ability to maintain engineering drafting records; ability to supervise others; ability to establish and maintain good working relationships with others; good judgment; physical condition commensurate with the demands of the position.

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

(A) Six (6) years of experience in drafting, detailing, mechanical or architectural drawing, two (2) years of which shall have been in a lead or project head position; OR,

(B) Graduation from a regionally accredited or New York State

registered college or university with an Associate's degree in Architectural Drafting, Architecture or Civil Technology, or other closely related technical degree which shall have included course work in mechanical drawing or drafting, and four (4) years of experience as defined in (A), two (2) years of which shall have been in a lead or project head position; OR,

- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

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.

REVISED: July 22, 1971

REVISED: March 24, 1983