

DRAFTING TECHNICIAN

Code No. 4-13-002

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level technical position responsible for drafting or presenting plans, charts and graphs from design and survey material utilizing various computer software programs. The position may require field work at construction sites. This position differs from Senior Drafting Technician by virtue of performing work less independently and at a lower technical skill level. The employee reports directly to, and works under the general direction of, a higher-level staff member. 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.)

Assists in routine studies and surveys, collects and tabulates data and develops related reports;

Plots and drafts detail plans for easements and subdivisions;

Locates water mains and appurtenant work from regular, aerial and survey data and site plans, condition diagrams, and accident diagrams;

Utilizes and maintains various software programs such as computer-aided drafting, geographic information systems (GIS) and databases;

Indexes and files prints and tracings of past, present, and future authorizations and other records;

Performs assigned duties as a member of a survey team;

Visits construction sites to secure information for drafting assignments and verify drafting plans.

When assigned to the Monroe County Department of Transportation:

Drafts field edited highway plans, guiderail plans and as-built plans.

When assigned to Greece Central School District:

Assists in conducting routine survey studies to assess building, sports fields, and parking lot needs;

Utilizes computer aided drafting software.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the basic concepts, terminology, and proper procedures used when creating technical drawings utilizing computerized drafting software;

working knowledge of mathematics such as addition, subtraction, multiplication, division, fractions, decimals, percentages, areas and simple geometric figures; working knowledge of engineering terminology and procedures; working knowledge of the basic concepts, terminology, and proper procedures used when creating and revising various types of maps and site plans utilizing GIS and computerized mapping software; ability to interpret and present data; ability to carry out moderately complex instructions; ability to read and analyze visual and numerical information presented in topographical maps, site plans, and various types of graphic and tabular presentations, and perform related simple computations; ability to establish and maintain effective professional relationships; analytical ability; 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) One (1) year paid full-time or its part-time equivalent experience in computer-aided drafting or computer-aided mechanical or architectural drawing; OR,
- (B) Successful completion of at least thirty (30) college semester credit hours, three (3) credits of which must have been in computer-aided drafting, architecture, construction or civil technology, or mechanical or architectural drawing*; OR,
- (C) Any 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 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:** June 11, 1981
- REVISED:** August 20, 1992
- REVISED:** September 17, 1992
- REVISED:** February 9, 1995
- REVISED:** May 8, 2008
- REVISED:** OCTOBER 8, 2009

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.