

DRAFTING TECHNICIAN I

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for drafting, copying, and map revision at an intermediate technical level. An employee in this class will be required to develop final drawings from field survey notes, rough drawings, and sketches. Assignments are received in the form of field notes, rough sketches, old maps and drawings, and oral instructions. The work is performed under general supervision. Supervision of the work of others is not a normal function of this position.

TYPICAL WORK ACTIVITIES:

1. Prepares maps, drawings, and revisions from sketches and field notes of others, previous maps, and other information;
2. Copies plans and drawings;
3. Makes revisions of drawings, maps, and chart details;
4. Utilizes drafting tools and instruments;
5. Calculates areas on maps and plans by using planimeter or similar instruments;
6. May be involved in Computer Assisted Drafting;
7. Makes tracings of plans, maps, and profiles in ink;
8. May plot and prepare property maps from deeds;
9. May assist field staff in gathering information;
10. May operate blueprint machine;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of the principles and practices of mechanical drawing, map making, and lettering; good knowledge of drafting instruments and their use; working knowledge of the uses and purposes of graphs, charts, maps, and models; ability to prepare drawings, maps, and related materials with a high degree of accuracy and neatness; ability to prepare finished work from rough sketches and field notes; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or its equivalent AND:

- EITHER: (A) Completion of one (1) year of full-time study (30 credits equals one year) at a regionally accredited or New York State registered college, university, or technical school in engineering, drafting, mechanical drawing, Auto CAD, or a related curriculum;
- OR: (B) One year of experience in drafting work;
- OR: (C) An equivalent combination of training and experience within the limits of (A) and (B) above.

NOTE: Work experience in drafting or mechanical drawing may be substituted for high school on a year-for-year basis.

SV6308

ADOPTED: 04/22/82

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