

DRAFTING TECHNICIAN II

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for drafting, copying, freehand lettering and map revision at the highest technical level. An employee in this class will be required to develop final drawings from field survey notes, rough drawings and sketches. This position differs from Drafting Technician I by virtue of the more complicated nature of work assignments and by the greater independence of action accorded the incumbent by the higher level of technical knowledge and expertise required for successful performance of the duties and responsibilities of the position. The work is performed under general supervision. Supervision may be exercised over the work of Drafting Technician(s) I and other subordinate employees.

TYPICAL WORK ACTIVITIES:

1. Prepares drawings, plans, and revisions from sketches, field notes of others, and other information;
2. Prepares base, zoning, fire, school, election, right-of-way and other maps from sketches, base maps, field notes, diagrams or oral instructions;
3. Prepares map overlays and oversees their reproduction;
4. Copies plans and drawings;
5. Utilizes drafting tools and instruments;
6. Operates tracing, drafting, blueprint and copying machines;
7. Makes tracings of plans, maps and profiles in ink;
8. Calculates areas on maps and plans by using planimeter or similar instruments;
9. May assist in compilation and analysis of data for planning studies;
10. May assist field staff in gathering information;
11. May assist in graphics projects and activities;
12. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of drafting; good knowledge of instruments used in drafting and mechanical drawing; good knowledge of graphs, charts and maps; good knowledge of the methods and procedures of interpreting and transferring field data in a clear and concise manner to maps and plans; ability to make accurate field measurements; ability to understand and follow complex oral and written instructions; ability to establish and maintain effective working relationships with others; ability to teach others advanced and specialized drafting techniques and procedures; resourcefulness; initiative; accuracy; physical condition commensurate with the demands of the position.

DRAFTING TECHNICIAN II (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Completion of two (2) years of study (30 credits equals one year) at a regionally accredited or New York State registered college or university or technical school in engineering, drafting, mechanical drawing or a related field and one (1) year experience in drafting work;
- OR: (B) Graduation from high school or its equivalent and three (3) years of experience in drafting work;
- OR: (C) An equivalent combination of training and experience.

NOTE: Work experience may be substituted for formal education on a year-for-year basis.

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