

# **DRAFTER I (P/T) (S)**

**Department: Varies**

**Classification: Non-Competitive**

**Specification Number: 4825**

**Approved: 12/20/22**

**Revised: 4/11/2024 by JG**

## **MINIMUM QUALIFICATIONS**

Graduation from a standard senior high school.

## **DISTINGUISHING FEATURES OF THE CLASS**

Under direct supervision, an employee in this title prepares clear, complete and accurate working plans and detailed drawings from sketches, or notes for varied engineering purposes. The work involves responsibility for performing technical drafting work in the preparation of a wide variety of plans, maps and similar illustrative materials. When performing technical engineering drafting, incumbents work under the close supervision of a technical supervisor. Instructions are given orally or through sketches and notes. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

Traces, letters or drafts engineering drawings, plates, maps or charts of limited complexity; does minor layout work and related computations;

Drafts plans and details for projects involving roadway and/or structural improvements;

Prepares various drawings from field notes; reduces field notes, drafts center lines and cross sections;

Prepares hydrographic drawings; plots hydrographs from gage readings, computes and illustrates a variety of hydrographic information;

Translates metes and bounds descriptions from deeds into sketches for tax maps.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Good knowledge of the principles, practices, techniques and instruments of engineering drawing; some knowledge of general construction specifications and blueprints; some knowledge of computerized Geographical Information Systems (GIS); skill in the use of engineering drafting instruments and equipment; ability to make computations; ability to understand and follow complex oral and written instructions; physical condition commensurate with the demands of the position.