

# DRAFTER III

Department: Varies  
Classification: Competitive  
Specification Number: 4835  
Approved: 12/21/22  
Revised: 4/11/2024 by JG

## MINIMUM QUALIFICATIONS

### *OPEN COMPETITIVE*

Graduation from a standard senior high school and six (6) years of mechanical or topological drafting experience.

**NOTE:** Additional education from a New York State or Regionally accredited college or university in a course of study leading to a degree in Civil Engineering will be substituted for experience on a year-for-year basis.

### *PROMOTIONAL*

Two (2) years of permanent competitive status as a Drafter II.

## DISTINGUISHING FEATURES OF THE CLASS

An employee in this title performs advanced technical drafting work in preparing detailed plans and maps from rough or detailed sketches, or field notes. The work involves responsibility for assigning and supervision of the work of a unit of Drafters. The incumbent is responsible for making complex computations in reducing field notes and for making detailed and finished drawings. The level of skill required is the same as that required for Drafter II. The difference being the supervisory responsibilities of the position. All work performed is subject to technical or professional review. Does related work as required

## TYPICAL WORK ACTIVITIES

- Assigns and supervises the work of a unit of Drafter I's and Drafter II's;
- Performs technical and professional review of work performed by Drafters;
- Traces, drafts and letters right-of-way maps, contract sheets of roadway designs, parking fields, drainage systems, channel dredging, marinas and structures of a complex nature;
- Prepares detailed maps and charts showing profiles, cross sections, contour lines, elevations and drainage characteristics of engineering project sites;
- Prepares drawings from field notes, draws finished designs from sketches, draws charts and graphs to represent statistical and engineering data;
- Prepares hydrographic drawings, plots hydrographs from gauge readings, computes and presents a variety of hydrographic information;
- Draws Town maps indicating zoning installations, primary and secondary roads;
- Studies deeds, leases, statutes and other records to establish sketches for tax maps.

## KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the principles, practices, techniques and instruments of engineering drawing; good knowledge of mathematics including advanced concepts of geometry; good knowledge of construction and engineering specifications and blueprints ; good knowledge of computerized Geographical Information Systems (GIS); ability to make complex and advanced engineering computations quickly and accurately; ability to maintain accurate and complete engineering records; ability to supervise employees in a manner conducive to full performance and high morale; ability to understand and follow complex oral and written instructions; physical condition commensurate with the demands of the position.