

DRAFTER II

Department: Varies
Classification: Competitive
Specification Number: 4830
Approved: 12/21/22
Revised: 4/11/2024 by JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a standard senior high school and four (4) years of mechanical or topographical 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 Years of permanent competitive status as a Drafter I.

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, 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 performing advanced technical drafting work in the preparation of a wide variety of maps, plans, charts and similar illustrative material. The incumbent is responsible for making complex computations in reducing field notes and for making detailed and finished drawings. The work of this class differs from that of Drafter I in that this position receives more advanced and difficult drafting assignments requiring a higher degree of skill. All work performed is subject to technical or professional review. Does related work as required.

TYPICAL WORK ACTIVITIES

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

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.