

Title: Drafting Technician I

PG: 24

Status: Civil Service

Position Reports to: Designated Supervisor

Department: Lakeland Electric, Water Utilities, and Public Works

Class Code: 3023

Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is entry level technical work involved in performing drafting and related tasks for the preparation and maintenance of engineering maps, designs, drawings and records. Work is performed under direct supervision of the drafting supervisor or designee.

ESSENTIAL FUNCTIONS:

1. Plots topographical survey notes and plans layouts from engineering notes.
2. Drafts and traces drawings from sketches or verbal information supplied by engineers or from field observations.
3. Performs the function of converting existing engineering drawings to a computerized database.
4. Performs drafting and illustrative graphics functions related to engineering plans preparation using Computer Aided Design in Drafting (CADD) software.
5. Prepares and maintains necessary records and logs.

ADDITIONAL RESPONSIBILITIES:

1. Assists higher level technicians in drafting functions.
2. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of the principles and practices of technical drafting.
2. Knowledge of Computer Aided Design in Drafting (CADD) software.
3. Some knowledge of the engineering records and maps.
4. Skill in performing a wide variety of drafting work using various drafting instruments.
5. Ability to understand and work from oral and written instructions and sketches.
6. Ability to maintain effective working relationships with interfacing personnel.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. High school diploma or its equivalent, supplemented by courses in drafting.

SPECIAL REQUIREMENTS:

1. May be required to possess a valid state of Florida driver's license.
2. May be required to maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.