

**Title:** Drafting Technician II

**PG:** 29

**Status:** Civil Service

**Position Reports to:** Designated Supervisor

**Department:** Lakeland Electric, Water Utilities, and Community Development

**Class Code:** 3024

**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

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

**ESSENTIAL FUNCTIONS:**

1. Produces, revises, lays out, drafts, and checks details of preliminary and final maps and/or engineering plans.
2. Develops maps, graphics and/or engineering drawings from sketches or verbal information supplied by others or from field observations.
3. Performs the function of converting existing maps and/or engineering drawings to a computerized database.
4. Performs the more complex drafting and illustrative graphics functions related to map making and engineering plans preparation using Computer Aided Design in Drafting (CADD) and similar software.
5. Plots survey notes and plans layouts from engineering notes.

**ADDITIONAL RESPONSIBILITIES:**

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

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Considerable knowledge of the principles and practices of technical drafting.
2. Considerable knowledge of Computer Aided Design in Drafting (CADD) software.
3. Knowledge of the principles of engineering with special emphasis on mapping and surveying.
4. Knowledge of potable water and/or electrical systems, wastewater and/or storm sewer systems, parcel and legal data schematics, diagrams and standards. Specific emphasis may be required in any or all of the aforementioned disciplines.
5. Skill in performing a wide variety of drafting using various drafting instruments.
6. Ability to maintain effective working relationships with other 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.
2. Three (3) years of experience in technical drafting including experience or training in Computer Aided Design in Drafting (CADD) software.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

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**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must 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.