

Title: Drafting Technician III

PG: 36

Status: Civil Service

Position Reports to: Designated Supervisor

Department: Lakeland Electric, Water Utilities, and Public Works

Class Code: 3025

Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is advanced 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 indirect supervision of the drafting supervisor or designee.

ESSENTIAL FUNCTIONS:

1. Plots topographical survey notes and plans layouts from engineering notes.
2. Performs the function of converting existing engineering drawings to a computerized database.
3. Develops engineering drawings from sketches or verbal information supplied by engineers or from field observations.
4. Performs the more complex drafting and illustrative graphics functions related to engineering plans preparation using Computer Aided Design in Drafting (CADD) software.
5. Performs complex trigonometric and arithmetic calculations.

ADDITIONAL RESPONSIBILITIES:

1. May supervise or assist subordinate technicians in drafting functions.
2. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough knowledge of the principles and practices of technical drafting.
2. Thorough 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, schematics, diagrams, and standards. Specific emphasis may be required in any or all of the aforementioned disciplines.
5. Some knowledge of the operation of a public works utility system.
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.
2. Four (4) 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.