

LANCASTER COUNTY DRAFTING TECHNICIAN I

NATURE OF WORK

This is entry-level, computer and manual drafting work in the production and reproduction of engineering maps, drawings, plans and related items.

Work involves interpreting and entering satellite data, legal document information, field notes and land surveying statistics onto drawings or into a computer workstation mapping/database system. Work is examined in process and upon completion by supervisory and technical personnel to ensure conformance with instructions, quality, accuracy and standards. An employee in this class works under the supervision of an administrative superior with work being reviewed in the form of reports, conferences, and results achieved.

EXAMPLES OF WORK PERFORMED

Translate Global Positioning System (GPS) data, legal deeds, field notes and land survey reports for input onto maps and drawings or into a Computer Assisted Design (CAD) workstation.

Generate dimensional maps, denoting specific land and property location, geography and topography attributes.

Perform routine engineering and geodetic calculations.

Produce and maintain detailed source and method notes regarding complex land parcels.

Complete layout and tracing work, for computer input into spatial database for purposes of revising and updating existing map data.

Demonstrate and explain computer systems software capabilities to potential users; assist new users in operation of equipment.

Comprehend and apply technical information related to the functions of geographic information systems.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the terminology, methods, equipment practices, instruments and techniques of cartographic drafting.

Knowledge of coordinate geometry and trigonometry as applied to cartographic drafting duties.

Knowledge of computer system operating commands and CAD work stations.

Some knowledge of the basic principles of engineering as applied to surveying, engineering design and construction work.

Ability to draw, trace and sketch simple maps, drawings and plans.

Ability to read and interpret various maps, graphs, legal documents, charts, engineering plans and survey notes.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Completion of an Associate's Degree in civil engineering drafting or computer systems, plus some technical experience in computer-aided design or cartographic drafting.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by course work in computers, mathematics, cartographic drafting, or related areas, and experience in civil engineering drawing or drafting, computer aided design systems, or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Department Head

Personnel Director

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