

LANCASTER COUNTY DRAFTING TECHNICIAN II

NATURE OF WORK

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

Work involves interpreting legal document information and field notes, and entering satellite data and land surveying statistics onto drawings or into a computer workstation mapping/database system. Assignments are received in the form of oral and written instructions or sketches and are performed with considerable independence. Work is examined by a technical superior to ensure conformance with instructions, quality, accuracy and standards. Work is reviewed in the form of reports, conferences and results achieved. Supervision may be exercised over subordinate drafting technicians.

EXAMPLES OF WORK PERFORMED

Perform advanced design drafting work in the development of plans for construction of roads, bridges, culverts and related construction projects; perform engineering and geodetic calculations.

Compute costs and material estimates of proposed construction and repair projects; assist in the preparation of specifications; draft plans for new and renovation projects; prepare exhibits for public display and office use.

Translate legal deeds, field notes, Global Positioning System (GPS) data 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.

Supervise subordinate Drafting Technicians engaged in various phases of engineering design or general drafting activities, as assigned; provide technical assistance and guidance to subordinate Drafting Technicians; demonstrate and explain computer systems software capabilities to potential users or the general public.

Reduce survey notes and plot preliminary drawings, including feature location, property lines and existing utilities; prepare preliminary drawings and complete details on proposed projects.

Maintain inventory and supply stock for work area; distribute technical supplies per authorized request.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

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

Considerable knowledge of computer system operating commands and CAD workstations.

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

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

Ability to reduce, interpret, and apply various maps, graphs, legal documents, charts, engineering plans and survey notes in performance of assigned duties.

Ability to communicate effectively both orally and in writing.

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

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

Skill in drafting engineering plans and drawings and in the use and care of drafting equipment and instruments.

DESIRABLE TRAINING AND EXPERIENCE

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

MINIMUM QUALIFICATIONS

Completion of an Associate's Degree in civil engineering drafting or computer systems, plus some experience in computer-aided design or cartographic drafting, or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Department Head

Personnel Director

3/77
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