**General Statement of Duties**

Performs full performance computer aided drafting (CAD) assignments to create and modify maps and drawings that are spatially accurate and represent technically correct depictions of city projects and infrastructure.

**Distinguishing Characteristics**

This class performs full performance computer aided drafting assignments. This class is distinguished from the Senior Engineering Associate class that performs a variety of professional assignments that support engineering operations and functions and applies technical engineering knowledge and principles to an area(s) of responsibility.

**Guidelines, Difficulty and Decision-Making Level**

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

**Level of Supervision Received & Quality Review**

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

**Interpersonal Communication & Purpose**

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

**Level of Supervision Exercised**

By position, may perform lead work.

**Essential Duties**

Operates CAD software to create, update, and maintain technical, electronic drawings and maps of sewer and storm water systems, transportation infrastructure, and facilities including precise maps and plans.

Creates a variety of engineering drawings using specifications provided by engineers and other available data, prepares detailed drawings for the construction and/or alteration of city infrastructure including evaluating and interpreting survey grading and drainage data, preparing cross-sections, profiles, visual displays, maps, and charts, and combines maps on one scale.
Obtains record information from a variety of agencies and utilities, researches files, drawings, maps of facilities, and other related information, checks assessor’s maps, survey maps, and parcel information for various data, gathers measurements and field notes, and verifies incomplete data in order to complete drawings.

Updates originally recorded engineering drawings, maps, profiles, and plans with new as-built data and edits existing drawings to reflect as-built conditions.

Makes engineering calculations involving elevations and angles related to sewer and sanitary pipe placement to other utility lines.

Supports engineering staff by assisting engineers with research, field inspections, analysis and verification of legal description, and other support duties.

Imports and exports data to and from GIS records.

Organizes and archives old drawings and updates and maintains database records and files.

Creates a variety of custom maps, graphics, and other information.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

**Competencies**

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reading - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

**Knowledge & Skills**

Knowledge of the concepts, principals, theories, and methods related to the research, design, development, or revision of maps, charts, and related cartographic products and photogrammetric and cartographic processing.

Knowledge of the concepts, principles, theories, and methods for describing the location and distribution of land, sea, and air masses including their physical locations, relationships, characteristics, and what the land supports.

Knowledge of the concepts, principles, theories, and methods used in the measurement or determination of land boundaries, distances, elevations, areas, angles, and other features of the earth’s surface.

Knowledge of drafting techniques and instruments sufficient to be able accurately complete designs and finalize plans for engineers.
Knowledge of plane surveying, trigonometry and algebra sufficient to be able to check the design of small structures or check other plans, maps, and drawings for accuracy and completeness.

Knowledge of computer aided drafting programs sufficient to be able to provide troubleshooting and resolve system problems.

**Education Requirement**

Associate's Degree in Drafting or a related field.

**Experience Requirement**

Two (2) years of experience in engineering drafting including experience with computer aided drafting.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

By position, requires a valid Driver’s License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Subject to many interruptions.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

- **Sitting**: remaining in the normal seated position.
- **Handling**: seizing, holding, grasping, or otherwise working with hands.
- **Fingering**: picking, pinching, or otherwise working with fingers.
- **Talking**: expressing or exchanging ideas by means of spoken words.
- **Hearing**: perceiving the nature of sounds by the ear.
- **Repetitive motions**: making frequent movements with a part of the body.
- **Eye/hand/foot coordination**: performing work through using two or more.
- **Near acuity**: ability to see clearly at 20 inches or less.
- **Depth Perception**: ability to judge distance and space relationships.
- **Field of Vision**: ability to see peripherally.
- **Accommodation**: ability to adjust vision to bring objects into focus.
- **Color Vision**: ability to distinguish and identify different colors.
- **Lifting**: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**Background Check Requirement**

Criminal Check
Education Check
Employment Verification
By position, Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

Pay Grade: E-620
FLSA Code: N
Management Level: 10
Established Date: 9/21/2018
Established By: Lori Schumann
Revised Date: 
Revised By:
Class History: