

Jurisdictional Class: Competitive
Adopted: July 18, 1991
Revised: May 11, 2010

DRAFTSPERSON II

DISTINGUISHING FEATURES OF THE CLASS: This is advanced drafting and surveying work requiring independent judgment and initiative. The incumbent performs field surveying work to obtain data which he/she then uses to prepare contract drawings for construction contracts or for record drawings after construction projects are completed. The incumbent works under general supervision. Supervision may be exercised over subordinate staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs field surveying as Chief-of Party:

Operates surveying instruments such as theodolite, transit, level, and distance measuring equipment;

Records field investigation data and reduces field survey notes;

Prepares drawings of municipal utilities and facilities from field survey notes and existing records;

Prepares drawings in pencil and ink on tracing paper and mylar drafting media using mechanical drafting and lettering equipment;

Prepares drawings for construction contracts from sketches and instructions;

Computes grades for streets and utilities;

Computes construction quantities from drawings;

Maintains office files of drawings and technical data;

May utilize a computer-aided design system (CAD) in the performance of duties;

Drives pickup truck to transport surveying instruments such as theodolite, transit, level, and distance measuring equipment to and from work site in order to independently perform field surveying work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, procedures, and methods used in field surveying for civil engineering projects;

Thorough knowledge of the principles, procedures, and methods used in the preparation of drawings for civil engineering construction contracts and engineering department record drawings;

Ability to perform complex mathematical computations required for establishing lines and grades for civil engineering projects;

Ability to understand and interpret complex oral and written information;

Sound judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

(a) Completion of two (2) years of study in an engineering curriculum at a regionally accredited or New York State registered college or university and two (2) years of experience in surveying and drafting; or

(b) Satisfactory completion of a course in mechanical drawing and four (4) years of experience in surveying and drafting; or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

SPECIAL REQUIREMENTS: Eligibility for an appropriate level New York State Driver's License at time of application. Possession of license at time of appointment.