

Jurisdictional Class: Competitive
Adopted: July 18, 1991
Revised: February 25, 2015

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, total station, auto level and laser level, and distance measuring equipment;
- Provides field layout for projects including establishing vertical and horizontal control points, layout of vertical and horizontal curves, centerline layout, and construction offsets;
- Records field investigation data and reduces field survey notes;
- Prepares and updates 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 gathered field data and drawings;
- Operates magnetic, audio and radio-detection location equipment and may be required to work in the field with contractors, property owners, and municipalities to locate utilities;
- Maintains office files of drawings and technical data;
- May utilize a computer-aided design system (CAD) in the performance of duties;
- May utilize GIS equipment, software, and data to generate mapping of boundaries, utilities, and other property;
- Drives pickup truck to transport surveying instruments such as theodolite, transit, level, distance measuring equipment, etc. 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 learn and utilize computer-aided design systems and GIS equipment, software, and data;
- 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: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree or higher in planning, engineering, drafting, program management, surveying, construction, or closely related field; and two (2) years of experience in surveying and drafting; or
- (b) Graduation from high school or possession of a high school equivalency diploma and satisfactory completion of a course in mechanical drawing or drafting 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.