

Jurisdictional Class: Competitive
Adopted: October 23, 1974
Revised: May 11, 2010

DRAFTSPERSON

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for basic drafting. Work is usually performed under general supervision and is reviewed by technical staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Drafts charts, graphs, and maps based on field data, sketches, and descriptions;

Drafts details, designs, letters, traces, etc.;

Performs a variety of tasks associated with a field survey party including but not limited to the operation of survey instruments;

Collects, computes, and compiles simple statistics;

Files and indexes blueprints, drawings, and specifications;

Makes simple computations;

Traces and inks drawings;

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

An incumbent assigned to the City of Plattsburgh may act as an inspector for street reconstruction.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the practices and principles of drafting and the instruments used;

Working knowledge of engineering field and survey work;

Working knowledge of mathematics including plane geometry;

Ability to understand and interpret complete oral and written information;

Sound judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma supplemented by a course in mechanical drawing or drafting and one (1) year of experience in drafting work.