

# City of Caldwell

## Class Specification

<b>Class Title</b>	<b>DRAFTING TECHNICIAN</b>
<b>Class Code Number</b>	
<b>FLSA Designation</b>	<b>Covered</b>
<b>Pay Grade</b>	<b>Grade 8</b>
<b>Effective Date</b>	<b>May 2013</b>

### General Statement of Duties

Performs a variety of CAD drafting tasks for the City's Engineering and Mapping Departments; performs related work as required.

### Classification Summary

The primary function of an employee in this class is to assist with CAD drafting for the City's Engineering and Mapping Departments. The work is performed under the direct supervision of the Assistant City Engineer. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City officials, supervisors, co-workers, City employees, developers, contractors, engineers, consultants, planners, property owners, regulatory agency personnel, and the public. An employee in this class also performs the duties of other employees in the Engineering Department as required or as assigned by supervisory personnel. The principal duties of this class are performed in a general office environment and may include some fieldwork settings.

### Examples of Work (Illustrative Only)

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Drafts engineering plans including road projects, water lines, sewer lines, structures, footings and foundations, demolition plans, Storm Water Pollution Prevention Plans (SWPPP), exhibits and other CAD tasks as assigned;
- Drafts and assists in creating and checking exhibits for legal descriptions, easements, and other legal binding documents;
- Drafts and assists in compiling survey data information to be used in CAD plans or to be used by surveyors in the field;
- Drafts and assists in updating existing City CAD details/standards to comply with current

technical specifications;

- Performs site visits and assists with field work and surveying as assigned by supervisor;
- Assists in code and specification research and other related tasks helping the engineering staff with plan development for City projects;
- Keeps immediate supervisor and designated others accurately informed concerning work progress and project status, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas as approved by supervisor;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates with others to maximize the effectiveness and efficiency of interdepartmental operations and activities to help keep a positive work environment as well as works as a team member;
- Respects the opinion of others and maintains a positive and professional working relationship with employees, supervisors and others;
- Accepts and performs in a timely and effective manner changes in work assignments and/or how work is performed.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Performs other related duties as assigned.

#### **Required Knowledge, Skills and Abilities**

- Proficient and experienced in the use of AutoCAD Civil 3D 2012 software and the ability to also train others to use the software and uniform CAD practices;
- Proficient in adapting drafting procedures to create a variety of projects including roadway, utility, building, landscape, topographical, exhibits, details, surfaces, templates, etc;
- Capable of reading and understanding technical specifications, standards and details and creating CAD plans in compliance with those specifications, standards and details;
- Knowledgeable in surveying techniques and equipment and the interaction of field survey work with CAD, including the creation of survey points, surfaces, and survey ready files;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks, i.e. Outlook, Word and Excel;
- Ability to read, understand, research, create, and check legal descriptions using CAD software;
- Ability to perform elementary engineering and survey calculations;
- Ability to multi-task several projects at once and prioritize appropriately or as directed;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to communicate effectively and maintain effective working relationships with other

City departments and employees, developers, contractors, engineers, consultants, elected officials, property owners, regulatory agency personnel and the public;

- Ability to perform all work duties and activities in accordance with City policies, procedures and safety practices;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

- High School diploma or GED supplemented with a drafting course or trigonometry course; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

### **Required Special Qualifications**

- Possession of a current and valid driver's license.
- Subject to a background check.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to inspect a wide variety of engineering and construction projects on site and review a variety of written materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a vehicle and computerized equipment;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to efficiently inspect engineering and construction projects in various terrains and weather conditions.