

**JOB DESCRIPTION**

<b>Job Title</b>	Drafting Technician I	<b>Supervisor</b>	Civil Engineering Associate
<b>Department</b>	Facilities & Operations	<b>Class Group</b>	Office Unit
<b>Division</b>	Planning	<b>Salary Grade</b>	43
<b>Section</b>	N/A	<b>FLSA Status</b>	Non-Exempt

*This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.*

**BASIC JOB SUMMARY**

Under general supervision of Civil Engineering Associate, a Drafting Technician I performs technical office engineering work to maintain District maps, serves as the primary contact for counter assistance, and performs related duties as required.

**ESSENTIAL DUTIES**

**Duty 1**

Provides assistance at counter for copies/scans of drawings and general information.

**Duty 2**

Maintains and updates District’s index maps, flat files and original drawings including, but not limited to meter installations, pipe repair/replacements and leak repairs. Maintains record drawing cabinets and coordinates off-site storage with consultant. Prepares as-built drawings of new tract installations from inspector notes or field observations. Revises drawings, based on Engineering Services plan check review, for developer/owner-installed hydrants and meters. Plots fire flow test information of 400’ scale drawings and flat file drawings; maintains fire flow book. Coordinates any resulting changes to GIS Technician.

**Duty 3**

Maintains / updates record drawing database/scanned images directory with changes to record drawings and counter maps

**Duty 4**

Provides utility research in response to utility notices and cash contracts for LaCo, cities, utility and engineering companies. Maintains database for utility notices. Assist Technical Services Division with utility research.

**QUALIFICATIONS**

**DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:**

- ◀ Principles of engineering drawing;
- ◀ Drafting symbols and presentation methods;
- ◀ AutoCAD and GIS;
- ◀ Business software applications;
- ◀ District facilities and files;
- ◀ Principles of right-of-way;
- ◀ Engineering mathematics.

**ABILITY TO:**

- ◀ Interpret and understand construction drawings and maps;
- ◀ Prepare drawings from existing drawings and design notes and sketches;
- ◀ Communicate effectively both orally and in writing;
- ◀ Establish and maintain effective relationships with others contacted in the course of work.

**PHYSICAL AND SENSORY REQUIREMENTS:**

- ◀ Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens;
- ◀ Ability to speak and hear at normal conversational levels in person and over the telephone;
- ◀ Manual dexterity to write legibly and to use calculators, computer terminal, and other general office machines;
- ◀ Ability to lift and carry up to approximately twenty-five pounds; reach, bend, or crouch to use files and records.

**TRAINING AND EXPERIENCE GUIDELINES:**

*Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:*

**EDUCATION:** High school diploma or equivalent with college level courses in drafting and engineering math.

**EXPERIENCE:** Some experience in computer-aided drafting (AutoCAD) and Geographic Information Systems (GIS).

**REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

A valid California class C driver's license must be maintained at all times.

**DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**