



UNION JOB DESCRIPTION

TITLE: Apprentice Drafter

DEFINITION:

Learns and performs a variety of manual drafting and Computer Aided Drafting and Design (CADD) related duties under the direct supervision of the assigned supervisor, Design Drafter and CADD Administrator.

DISTINGUISHING CHARACTERISTICS:

This position requires the incumbent to maintain the minimum prescribed requirements to achieve and maintain a position with the District as described in the drafting standards manual. This is a non-indentured apprentice program. Progression through each level is dependent upon successful completion the drafting work assigned and the necessary time requirement in each level as outlined in the Apprentice Program in section DS-2 of the Drafting Standards Manual.

BASIC RESPONSIBILITIES:

1. Develops drawings from verbal instructions, preliminary layouts, sketches, or marked-up prints utilizing conventional drafting tools and Microstation/Intergraph CADD programs.
2. Assists in preliminary layout of assignments to define appropriate drawings and information.
3. Performs drafting to accepted District standards.
4. Makes or reviews calculations, as required, to support assigned work.
5. Checks completed work before releasing.
6. Develops drawings, as required, to support customers.
7. Revises drawings, following prescribed instructions.
8. Assists in design.
9. Draws primary underground work sketches, except for extenuating circumstances, in accordance with existing practice. Performs manual and CADD drafting of underground As-Builts.
10. Drafts Transmission and Substation projects.
11. Provides drafting overflow support for any department at the District as directed.
12. Maintains drawing record system for assigned areas.
13. Assists engineers to obtain information in the field, including the operation of engineering equipment.

OTHER RESPONSIBILITIES:

1. Maintains owner serviceable areas of plotting devices. (Change paper, toner, etc.)
2. Completes time slips and necessary reports affecting job assignments.
3. Ensures proper utilization and care of equipment assigned.
4. Completes work in a safe and efficient manner.
5. Performs other associated duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Drafting principles and equipment.
- Basic math.

Ability to:

- Learn and use current computer operating systems, software and Microstation/Intergraph CADD platform utilized by the District.
- Learn and apply District drafting standards in a consistent, productive manner.
- Learn to create drawings, applying lineweights, linetypes and layout to produce the most readable finished drawings as possible in accordance to District standards in an independent fashion.
- Keep abreast of improved drafting techniques, standards, practices and Microstation/Intergraph CADD upgrades.
- Perform manual drafting.
- Communicate clearly and effectively; work closely with assigned work groups to meet their needs; and interact with customers and District employees as necessary to complete assignments.

Education/Experience:

- High School diploma or equivalent.
- Certification as a CADD drafter from an accredited vocational school or college.
- Successful completion of a CADD skills assessment.
- Successful completion of a collaborative interview process

License or Certification:

- Valid Washington State Driver's License.

WORKING CONDITIONS:

- Work is performed primarily in an indoor office environment.
- Occasional trips to the field will be required to obtain measurements or verify field conditions.
- Field work could expose the employee to adverse weather conditions and rough terrain.
- Incumbent may sit for long periods of time.
- Incumbent is exposed to repetitive hand movements and possible eye strain due to computer use and/or manual drafting.