



UNION JOB DESCRIPTION

TITLE: Design Drafter

DEFINITION:

Performs a variety of manual drafting and Computer Aided Drafting and Design (CADD) related duties under the direction of the assigned supervisor and CADD Administrator. Assists with engineering functions as required by the supervisor.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from the Journeyman Drafter classification by the increased responsibility for reviewing work, training and assisting in the evaluation of lower Journeyman level drafting classifications and increased technical knowledge and skill required to perform the work. This position requires the incumbent to perform Journeyman Drafter job duties due to such things as backlogs, project timelines, work schedules, etc. This is a bid position with the successful candidate selected based on demonstrated knowledge and skills through an interview process and skills assessment.

BASIC RESPONSIBILITIES:

1. Develops final drawings from verbal instructions, preliminary layouts, sketches, or marked-up prints utilizing conventional drafting tools and CADD program.
2. Assists in preliminary layout of assignments to define appropriate drawings and information.
3. Performs drafting assignments to District standards.
4. Reviews incoming drafting jobs and establishes time estimates for completion of drafting work.
5. Makes or reviews calculations, as required, to support assigned work.
6. Reproduces drawings, as required, to support customers.
7. Revises drawings, following prescribed instructions.
8. Assists in design as directed.
9. Assists in training personnel.
10. Assigns incoming drafting work to individual drafters as necessary.
11. Assists in personnel evaluations.
12. Assists CADD Administrator in developing and maintaining manual and CADD drafting, standards and procedures for the assigned work group.
13. Checks all completed drafting work in area of responsibility ensuring adherence to District standards.
14. Assists CADD Administrator to develop and maintain customizations on the CADD platform utilized by the District.
15. Creates and maintains scoring files in accordance with the defined Drafting Standards.
16. Provides overflow drafting support for other District work groups. Performs Journeyman Drafter duties as required.

OTHER RESPONSIBILITIES:

1. Provides drafting checking to District Standard for all other work groups as directed.
2. Maintains owner serviceable areas of plotting devices (e.g., change paper, toner, etc.).
3. Accurately completes electronic time slips, necessary reports, documents and log books affecting job assignments.
4. Ensures proper utilization and care of equipment assigned.

OTHER RESPONSIBILITIES: (continued)

5. Completes work in a safe and efficient manor.
6. Performs other associated duties as assigned.
7. During the Department Manager's absence performs limited management functions within a predefined scope as delegated by the Department Manager. Examples include such items as: granting of time off within predefined guidelines, allowing the working of overtime within predefined guidelines, comparing manager prepared employee timecards with employee entered timecards. If a decision needs to be made beyond the predefined guidelines, the Design Drafter will go to the next level of management for final decision.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Drafting principles and equipment.
- District computer operating systems, word processing, spreadsheet and CADD.
- District drafting and design standards.
- Information required to develop drawings and assist in the training of personnel.

Ability to:

- Lead and provide positive direction to staff.
- Consistently complete work in a timely and accurate manner.
- Check and develop CADD and manual drawings in accordance with District drafting standards in a consistent, productive manner.
- Develop drawings, applying lineweights, linetypes and layout to produce the most readable finished drawings as possible in accordance with District drafting standards in an independent fashion.
- Work closely with supervisor to meet drafting needs.
- Demonstrate necessary competence in checking drawings for errors.
- Train staff.
- Coordinate and distribute drafting assignments.
- Keep abreast of improved drafting techniques, standards, practices and 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; *and*
- Certification as a drafter from an accredited vocational school or college and five (5) years experience using a CADD program, *or*
- Ten (10) years drafting experience with five (5) years experience using a CADD program; *or*
- Three (3) years experience as an advancing District Journeyman Drafter, level 2 or higher.

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.