



## UNION JOB DESCRIPTION

**TITLE: Journeyman Drafter**

### DEFINITION:

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 demonstrate through a skills assessment the minimum prescribed requirements to achieve and maintain a position with the District as described in the drafting standards manual. Progression through each level is dependent upon successful completion of prescribed classes/training and the necessary time requirement in each level as outlined in the section DS-2 of the Drafting Standards Manual.

### 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 to accepted District standards.
4. Checks completed work before releasing.
5. Develops drawings, as required, to support customers.
6. Revises drawings, following prescribed instructions.
7. Drafts primary underground work sketches. Performs manual and CADD drafting of underground As-Builts.
8. Drafts Transmission and Substation projects.
9. Drafts maps and other custom CADD documents.
10. Maintains drawing record system for assigned areas.

### OTHER RESPONSIBILITIES:

1. Assists in design as ability and opportunity allow.
2. Assists Engineers in obtaining information in the field, including the operation of engineering equipment.
3. Provides drafting support for other work groups to District standards.
4. Maintains owner serviceable areas of plotting devices. (Change paper, toner, etc.)
5. Accurately completes electronic time slips, necessary reports documents and log books affecting job assignments.
6. Ensures proper utilization and care of equipment assigned.
7. Completes work in a safe and efficient manor.
8. Performs other associated duties as assigned.

### MINIMUM QUALIFICATIONS:

Knowledge of:

- Drafting principles and equipment.
- Computer assisted design/drafting programs.
- Computer software (word processing, spreadsheets, etc.).
- Computer operating systems.
- Drafting standards.

Ability to:

- Successfully pass Drafting Skills Assessment.
- Learn and apply District drafting standards in a consistent, productive manner.
- Learn and use current computer operating systems, software and CADD platform utilized by the District.
- Develop CADD and manual 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 CADD upgrades.
- Perform manual drafting.
- Consistently complete work in a timely and accurate manner.
- 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 two (2) years experience using a CADD program; or
- Seven (7) years drafting experience with three (3) years experience using a CADD program; or
- Completion of the District's Apprentice Drafter Program.

License, Certification and/or Testing:

- N/A

### PREFERRED QUALIFICATIONS:

- N/A

### 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.