



UNION JOB DESCRIPTION

TITLE: Journeyman Drafter

DEFINITION:

Performs a variety of Computer Aided Drafting and Design (CADD) related duties under the direct supervision of the assigned Manager, Lead Design Drafter and CADD Administrator.

DISTINGUISHING CHARACTERISTICS:

This position requires the incumbent to demonstrate through skills assessment the minimum prescribed requirements to achieve and maintain a position with the District as described in the drafting standards manual. This position includes the responsibilities outlined in the Apprentice Drafter level. Progression through each level is dependent upon successful completion of the drafting assessment and the necessary time requirement in each level as outlined in the Journeyman section in the Drafting Standards Manual.

Level 1: Must be proficient in all requirements outlined in 1.3.1 of the Drafting Standard Manual before progression to Level 2. Progression can happen no sooner than 18 months in Journeyman 1 classification

Level 2: Must be proficient in all requirements outlined in 1.3.2 of the Drafting Standard Manual before progression to Level 3. Progression can happen no sooner than 18 months in Journeyman 2 classification

Level 3: Must meet all requirements in 1.3.3 of the Drafting Standard Manual, to maintain Journeyman level 3 status

BASIC RESPONSIBILITIES:

1. Develops drawings from verbal instructions, preliminary layouts, sketches, or marked-up prints utilizing CADD programs.
2. Assists in preliminary layout of assignments to define appropriate drawings and information.
3. Reference and check drafting components against equipment in District Engineering Standards. Issues should be conveyed in a timely manner to Lead Design Drafter, CADD Administrator and Manager.
4. Performs drafting to accepted District standards and maintains record databases as applicable.
5. Make or reviews calculations, as required, to support assigned work.
6. Checks completed work before releasing.
7. Develop drawings, as required, to support customers.
8. Revises drawings, following prescribed instructions.
9. Performs the following work under collaboration and/or direction of the Lead Design Drafter, CADD Administrator or Manager.
10. Assists in design and other drafting requests.
11. Drafts primary underground work sketches and underground plat projects.
12. Learns and drafts Transmission drafting at or above the Journeyman 1 level.
13. Utilizes 3D Drafting software in models for District staff.
14. Learns and drafts Substation Electrical drafting projects at or above the Journeyman 2 level
15. Learns and drafts Substation Civil drafting projects at or above the Journeyman 2 level
16. Drafts maps and other custom CADD documents
17. Performs CADD drafting of As-Builts.

BASIC RESPONSIBILITIES (cont):

18. Checks out and maintains cable tag data in current database.
19. Routinely communicates job start and completion to the CADD Administrator, Lead Design Drafter and Manager, including status updates related to design questions or project challenges.
20. Proficient in utilizing GIS applications in research and validation of existing equipment in project design.

OTHER RESPONSIBILITIES:

1. Assists in design in collaboration with and/or under direction of Lead Design Drafter, CADD Administrator or Manager
2. Assists Engineers in obtaining information in the field, including the operation of engineering equipment.
3. Communicates technology issues timely to CADD Administrator, Lead Design Drafter and Manager.
4. Provides drafting support for other work groups to District and CADD standards.
5. Maintains owner serviceable areas of plotting devices. (Change paper, toner, etc.)
6. Accurately completes electronic time slips, necessary reports documents and logbooks affecting job assignments.
7. Ensures proper utilization and care of equipment assigned.
8. Completes work in a safe and efficient manor.
9. Performs other associated duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Intermediate Drafting principles and equipment.
- Computer assisted design/drafting programs.
- Technical applications (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 drawings, applying lineweights, linetypes and layout to produce the most readable finished drawings in accordance with District standards working independently.
- Remain current on improved drafting techniques, standards, practices and CADD upgrades.
- 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
- Completion of the District's Apprentice Drafter Program; OR
- 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.

License, Certification and/or Testing:

PREFERRED QUALIFICATIONS:

- Knowledge of 3D modeling principles.
- Utility Electrical Design/Drafting knowledge.
- 2+ years of Civil Drafting knowledge
- Knowledge of utilizing GIS applications

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 and other District locations may be required for training or meetings
- 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 prolonged computer use.