



UNION JOB DESCRIPTION

TITLE: Lead Design Drafter

DEFINITION:

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

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from the Journeyman Drafter classification by the increased responsibility for, managing workload timelines and quality, and providing training and assisting in the evaluation of all Apprentice and Journeyman level drafting classifications. This position requires a higher level of technical knowledge and skill to perform the work; as well as the incumbent is required to perform Journeyman Drafter job duties in the event of 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 a collaborative interview process and skills assessment. The interview team will be comprised of an equal number of management and represented members. Represented members for the interview team will be by selection of the IBEW.

BASIC RESPONSIBILITIES:

1. Develops final drawings from verbal instructions, preliminary layouts, sketches, or marked-up prints utilizing CADD programs.
2. Assesses and maintains cable tag data in current database. Assigns cable tags via Foreman or ECC requests.
3. Assists in preliminary layout of assignments to define appropriate drawings and information.
4. Performs and checks drafting assignments to District standards and maintains record databases as applicable.
5. Makes, reviews and verifies 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. Provides training of Drafting personnel.
10. Evaluates and assigns incoming drafting work to individual Drafters as necessary.
11. Reviews incoming drafting jobs and establishes time estimates for completion of work.
12. Assists and shares feedback in personnel evaluations.
13. Assists CADD Administrator in developing and maintaining CADD drafting, standards and procedures for the assigned work group.
14. Checks all completed drafting work in area of responsibility ensuring adherence to District standards.
15. Checks construction packages (as-builts) to ensure accurate drawings and field conditions.
16. Assists in coverage of other Lead Design Drafter area of responsibility, as needed.
17. Maintains 3D Drafting software workload and standards for all District models and assemblies.
18. Provides overflow drafting support for other District work groups. Performs Journeyman Drafter duties as required.
19. Assists in the Assessment process of the Apprentice and Journeyman progressions.
20. Provides support of engineering standards and basic design concepts in drafting projects.
21. Drafts maps and other custom CADD documents under collaboration/direction of CADD Administrator or Manager
22. Proficient in utilizing GIS applications in research and validation of existing equipment in project design.

23. Supports the ECC Mapboard and updates from Dispatchers.
24. Provides Engineering, ECC, and Foreman requests for project coordination exhibits.
25. Provides support of drawing approvals and construction package printing process, including contracts.

OTHER RESPONSIBILITIES:

1. Assists in design with coordination with Engineering and shares awareness with CADD Administrator or Manager
2. Assists Engineers in obtaining information in the field, including the operation of engineering equipment.
3. Reviews drafting work for compliance with District standard for all other work groups, as directed.
4. Maintains owner serviceable areas of plotting devices (e.g., change paper, toner, etc.).
5. Accurately completes electronic time slips, necessary reports, documents and logbooks affecting job assignments.
6. Ensures proper utilization and care of equipment assigned.
7. Communicate technology issues timely to CADD Administrator and Manager.
8. Completes work in a safe and efficient manner.
9. Performs other associated duties as assigned.
10. Performs public records requests as assigned by Manager for Department of Information Governance (DIG) and/or Legal.
11. During the Department Manager's absence performs limited management functions within a predefined scope as delegated by the Department Manager. Examples include, granting time off and allowing the working of overtime; both within predefined guidelines, comparing manager prepared employee timecards with employee entered timecards. If a decision needs to be made beyond the predefined guidelines, the Lead Design Drafter will go to the next level of management for a final decision.

MINIMUM QUALIFICATIONS:

Knowledge of:

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

Ability to:

- Lead and provide positive direction to staff.
- Consistently complete work in a timely and accurate manner.
- Check and develop CADD drawings in accordance with District drafting standards in a consistent, productive manner.
- Develop drawings, by applying lineweights, linetypes and layout to produce the most readable finished drawings in accordance with District drafting standards working independently.
- Work closely with Manager to meet drafting needs.
- Coordinate workload with Drafters to meet expectations.
- Support Engineering in project management.
- Demonstrate necessary competence in checking drawings for errors.
- Train Drafting staff and review work.
- Coordinate and distribute drafting assignments.
- Remain current on improved drafting techniques, standards, practices and CADD upgrades.
- 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
- Three (3) years experience as an advancing District Journeyman Drafter, level 2 or higher; OR
- 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

License, Certification and/or Testing:

- Successful completion of a collaborative interview process

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