

Civil Engineering Drafting Technician
(Class Code 7232)

Task List

1. Reviews, and examines components of field survey notes, design data, sketches, and structural data in order to accurately compute and produce engineering drawings and maps using a computer.
2. Reads and examines plans, profiles, and map data in order to compute area drawing calculations and provide printed documents using a computer.
3. Collects information such as material building codes and specifications from manufacturers' catalogs, private companies or public agencies, via e-mail, faxes, telephone, mail correspondence and other electronic media (e.g., Internet, PDF files, data discs, and CADD), in order to write reports and complete drawings.
4. Uses a variety of drafting tools (e.g., CADD, & manual calculations) to calculate distances, material weights, angles, areas, curves, grades, slopes, elevations, traverses, closures, alignments, stationings, and material quantities, in order to complete drawings, assessment maps, tract maps, field construction drawings and fabrication drawings.
5. Plots contours, cross-sections, profiles, boundary lines, and location of facilities by using City and other government agency engineering maps, wye-maps, substructure maps and aerial survey data in order to complete drawings.
6. Uses various computer graphics or office application software in order to complete charts, graphs, drawings, and base maps dealing with design, construction, alteration, and maintenance (e.g., operation of transmission and distribution facilities, office buildings, steel towers, docks and wharves, dredgings, retaining walls, bridges, dams, open channels, storm drains, lighting and water installations, airport runways, traffic signs and signal devices, traffic striping and pavement markings).
7. Completes scale drawings of structural details, sections, elevations and plans using CADD.
8. Conducts field investigations, compiles and reviews maps, and profiles structural/architectural/civil drawings in order to complete drawings and/or assist engineers.
9. Reads and reviews project plans and structural specifications to determine dimensions and material requirements of a structure or system.
10. Provides engineering information to the public regarding location and description of facilities, types of lots, zoning, planning, and easement over the telephone, in person, or in writing.