

**Electrical Engineering Drafting Technician
Task List (2017)**

1. Reads and interprets written instructions, designers' sketches, marked blueprints, departmental standards handbooks, and manufacturers' catalogs in order to prepare, update and revise drawings, sketches, and diagrams using computer aided drafting software (e.g. Microstation and/or AutoCAD) for the construction, installation, alteration, and repair of electrical equipment (e.g., voltage regulators, circuit breakers, printed circuit boards, instrument panels, transformers, electric motors, and generators) and communication and electrical systems at various mechanical and power facilities, such as distribution stations, generating plants, pumping and water treatment plants, and substations.
2. Drafts detailed scale drawings of electrical equipment and communication and electrical systems (e.g., lighting systems, equipment layout, conduit and grounding systems), wiring diagrams (e.g., single line and 3-line wiring diagrams), plans, charts, and sketches by including sections, cross-sections, perspective, orthographic, projections, schematic and elevations and showing details of mountings, frames, guards, electrical clearances, hangers, fasteners, and other accessories to electric equipment using computer aided drafting software such as Microstation and AutoCAD and their associated functions (e.g., text, lines, shapes, and a cell or block library) for the construction, installation, alteration, and maintenance of these types of equipment and systems at various mechanical and power facilities, such as distribution stations, generating plants, pumping and water treatment plants, and substations.
3. Conducts field observations of electrical jobs at progressive stages of completion in order to view the use of various electrical materials and verify physical conditions, electrical engineering instructions, field notes, photographs, and sketches for the purpose of accurately preparing, updating and revising drawings, sketches, and diagrams.
4. Communicates with engineers and supervisors (in-person and by e-mail) in order to resolve electrical plan problems at the pre-construction and construction stages, discuss field changes to ascertain what drafting changes must be accomplished, secure data or design interpretations and for clarification of related information.