

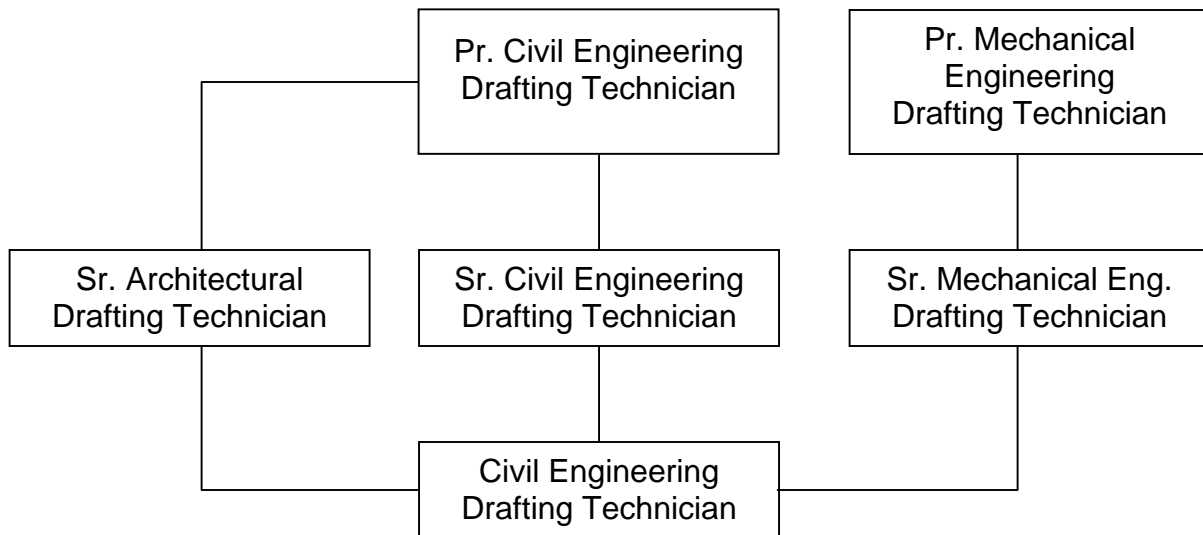
**CITY OF LOS ANGELES
PERSONNEL DEPARTMENT**

**CAREER OPPORTUNITIES FOR
CIVIL ENGINEERING DRAFTING TECHNICIAN**

This information is being given to you to describe potential promotional opportunities as a Civil Engineering Drafting Technician. The career ladders that are available to Civil Engineering Drafting Technicians are diagrammed below. The duties and requirements for the first promotional levels of these career ladders are described below. We encourage you to examine the options open to you and to prepare yourself for the promotions for which you qualify.

**COMMON CAREER LADDERS FOR
CIVIL ENGINEERING DRAFTING TECHNICIAN**

The chart below shows the normal career paths for Civil Engineering Drafting Technician. For example, normal advancement within this series is from Civil Engineering Drafting Technician to Senior Civil Engineering Drafting Technician. With specific types of experience, however, promotion or lateral movement between these lines is also possible.



Duties

Senior Architectural Drafting Technician – A Senior Architectural Drafting Technician assigns, reviews and evaluates the work of drafting technicians engaged in the preparation of architectural and structural drawings and plans; applies sound supervisory principles and techniques in building and maintaining an effective work force; performs drafting work on the more difficult projects; and fulfills equal employment opportunities responsibilities.

Senior Civil Engineering Drafting Technician – A Senior Civil Engineering Drafting Technician assigns, reviews and evaluates the work of drafting technicians engaged in the preparation of civil engineering drawings and plans; performs technical sub-professional engineering work in preparing designs, plans, specifications and estimates with a secondary emphasis on supervision; provides engineering information relative to proposed work to engineers, contractors and the general public; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunities responsibilities.

Requirements

Senior Architectural Drafting Technician

Three years of full-time paid experience in architectural or structural drafting as an Architectural Drafting Technician or as a Civil Engineering Drafting Technician.

Senior Civil Engineering Drafting Technician

Three years of full-time paid experience in civil engineering drafting in a class which is at least at the level of a Civil Engineering Drafting Technician.

Note: It is possible for employees in these professional series to move on to the Civil, Electrical, Mechanical, and Transportation Engineering series by obtaining the Engineering In Training (EIT) Certificate. Information on the EIT written examination can be obtained from:

Department of Consumer Affairs
Board of Registration For
Professional Engineers and Land Surveyors
1428 Howe Avenue, Suite 56
Sacramento, California 95865-9005

Mailing Address:
P.O. Box 659005
Sacramento, California 95865-9005
(916) 920-7466

Preparing Yourself for Promotion

1. Broaden your work experience by taking advantage of job rotation and transfer opportunities. Take advantage of on-the-job training opportunities relating to your work.
2. Taking advantage of formal educational opportunities relating to your work.
3. Learn to stay abreast of laws, procedures, policies, and practices relating to your career ladder.

4. Carefully review examination bulletins and class specifications for promotional classes to determine the kinds of skills, knowledges and abilities you need to develop for promotion.
5. Request for Notification Cards may be completed in Room 100, Personnel Building, (213) 487-9240, to notify you by mail when a specific examination is open for filing. Familiarize yourself with the areas in your work location where weekly job bulletins are posted.

(Rev. 10/03 gg)