

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

3-21-86

PRINCIPAL CIVIL ENGINEERING DRAFTING TECHNICIAN, 7219
PRINCIPAL ELECTRICAL ENGINEERING DRAFTING TECHNICIAN, 7531
PRINCIPAL MECHANICAL ENGINEERING DRAFTING TECHNICIAN, 7550

Summary of Duties: Directs and coordinates the work of drafting personnel in a major engineering drafting unit engaged in preparing mechanical, electrical, civil, architectural, or structural designs and plans for City construction projects; or assists in directing such work; and does related work.

Distinguishing Features: An employee in each of these classes is a full-time supervisor or assistant supervisor who directs and coordinates the work of a large number of Senior-level drafting technicians, drafting technicians and drafting aides, of a section engaged either in electrical, mechanical, civil, architectural or structural engineering drafting and in the preparation and maintenance of facilities and record maps. Employees in these classes either report to a Chief of Drafting Operations or the assistant, or to an engineering supervisor; and interpret and enforce conformance to engineering requirements and drafting standards, policies and procedures. The work received is normally assigned in terms of sketches, drawings, notes, and statements of desired objectives.

Examples of Duties: Confers with other Principal-level drafting technician unit heads, Chief of Drafting Operations and design engineers to determine objectives and standards; assigns segments of major drafting projects to subordinate supervisors; holds conferences to explain the relationship of each supervisor's assignment to a major drafting project; explains general engineering standards and specific project objectives to subordinate lead workers and checkers; confers with Senior-level drafting technicians working as lead workers and plan checkers, regarding progress of previously assigned work; reviews subordinates' work in progress and completed work at various project stages to ensure conformance to standards and specific formats; ensures that work of each subordinate supervisor is properly integrated with assigned project segments of other subordinate supervisors and with project segments of the other major drafting sections; directs the organization, maintenance and researching of files, engineering records and maps; assists Chief of Drafting Operations and design engineers in the development of electrical, mechanical, civil, architectural, or structural engineering drafting standards; or assists another Principal-level drafting technician in the above work, directing a major engineering drafting unit; fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action Program; may function as Custodian of Records and, as such, may give testimony in litigation involving the City; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Principal Civil Engineering Drafting Technician
Principal Electrical Engineering Drafting Technician
Principal Mechanical Engineering Drafting Technician - 2

Qualifications: Within the appropriate discipline of mechanical, electrical, civil, architectural, or structural engineering drafting: a good knowledge of the principles of engineering drafting, including nomenclature, methods, conventional symbols and sources of information; a good knowledge of the principles and techniques of supervision as they relate to directing the work of a major engineering drafting unit; a good knowledge of safety principles and practices; a working knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a general knowledge of City personnel rules, policies and procedures; a general knowledge of memoranda of understanding as they apply to subordinate personnel; the ability to plan, direct and coordinate the work of subordinates in drafting plans for major construction projects; and to deal tactfully and effectively with employees and the public.

Three years of Senior-level engineering drafting technician experience in the appropriate discipline is required.

| <u>For:</u> | <u>Required Experience:</u> |
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| Principal Mechanical Engineering Drafting Technician | Senior Mechanical Engineering Drafting Technician |
| Principal Electrical Engineering Drafting Technician | Senior Electrical Engineering Drafting Technician |
| Principal Civil Engineering Drafting Technician | Senior Civil Engineering Drafting Technician or Senior Architectural Drafting Technician |

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in these classes. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.