

DRAFTSPERSON

DISTINGUISHING FEATURES OF THE CLASS: This position exists at the Upper Mohawk Valley Regional Water Board. This is difficult technical and sub-professional working involving responsibility for the design and preparation of rough and finished engineering, architectural or mechanical plans. The incumbent performs drafting and mathematical computation work in the design and preparation of engineering, architectural or mechanical maps, drawings, plans and details. Assignments may be given in the form of rough sketches, field notes, old drawings or oral instructions, and the work is checked in process and upon completion. The work is performed under general supervision of department engineers, permitting the employee some leeway in making independent decisions on procedures to be followed. Supervision may be exercised over the work of engineering aides or clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Draws maps of city squares, streets, sewer, drain and water systems, and utility maps;

Draws construction plans of streets, sewers, bridges, waters systems, and buildings;

Draws and traces heating, ventilating, refrigerating, sanitary, plumbing and electrical plans;

Collects needed data by conducting field surveys to compile and draw as-built plans and maps for water, sewer and storm drainage systems;

Collects information on water system flows, pump operations and water storage levels;

Plots and draws profiles of streets, sewers and canals;

Reduces field notes, checks shop drawings and details of design, details cross-sections, and makes mathematical computations;

Maintains files and records of plans and drawings;

Performs various tasks relative to the design and preparation of maps, drawings, plans and details.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of mathematics, engineering design, research and engineering economics; good knowledge of terminology, methods and principles of drafting maps, plans, drawings, and details; working knowledge of engineering, construction, surveying and inspection processes, and of sources of engineering information; ability to read and interpret engineering drawings and specifications; ability to make moderately difficult mathematical computations and to compile engineering data; ability to utilize computer-aided design equipment (CAD) to accomplish tasks and transfer hard-copy maps and other information into the computer database; skill in the use of standard drafting instruments and in free-hand lettering; ability to understand and carry out complex oral and written instructions; a high degree of accuracy and neatness; industry; good judgement; dependability.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in civil engineering technology, drafting, or a closely related field; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of engineering or drafting experience; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.