

NEW CASTLE COUNTY GOVERNMENT

Number 0644

CLASS SPECIFICATION

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Date 11/19/15

Title: DRAFTING TECHNICIAN II

Approved:



GENERAL STATEMENT OF DUTIES: Performs highly skilled and specialized AutoCAD drafting and design work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs technical computer-aided drafting and design work and updates sanitary and storm sewer and parks layers in the Geographic Information System (GIS) for the Department of Special Services Engineering and Environmental Compliance division. An employee in this class is assigned the responsibility for special projects from their initiation to their approval. The work is performed under the general supervision of the Drafting and Design Department Supervisor or other designated supervisor. Supervision may be exercised over the work of drafting technicians.

EXAMPLES OF WORK: (Illustrative only)

- May supervise drafting technicians in the completion of special projects and reviews work to ensure compliance with existing policies and procedures;
- Prepares layout and final drawings for the construction of sanitary sewer, storm drainage, pump stations, parks and related public works projects using design criteria approved by a professional engineer;
- Prepares major and minor subdivision and land development plans;
- Prepares cost estimates by established methods, both final and preliminary, of work performed by County and by private contractors;
- Plots, coordinates, and makes graphic representations of a variety of land features and other information upon maps from field notes or data using a Geographic Information System (GIS);
- Performs detailed cartographic research to determine property line delineation, area, and closure;
- Reviews sanitary and storm sewer plans for subdivisions to ensure meeting basic standards;
- Calculates minimum required and desirable coordinates, elevations, and grades of sewer and drainage pipes;
- Calculates volumes of several types of earth work, estimates their cost, and calculates total projected cost;

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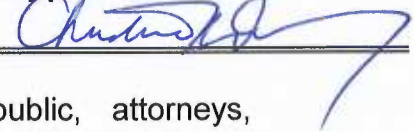
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Approved:



- Provides mapping assistance and information to the public, attorneys, government, and private agencies;
- Administers and supervises a drafting section when the section manager is on short-term leave;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer, and other related equipment in the course of the work.
- Updates sanitary and storm sewer and parks information on the County's GIS based on field notes, design and as-built drawings, or as directed.
- Obtains DeIDOT permits for work within DeIDOT rights-of-way

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of the principles and practices of computer-aided drafting as they apply to planning, mapping, sanitary and storm sewer systems; experience working with latest versions of ArcGIS and Autodesk Civil 3D program is preferred; good knowledge of the preparation of cartographic maps and graphics in general; some knowledge of earth work estimating; good knowledge of surveying, sanitary and civil engineering principles and advanced mathematics as may be obtained by completion of college level engineering courses; ability to supervise and/or advise subordinate drafting technicians; ability to communicate courteously and effectively, both verbally and in writing.

MINIMUM QUALIFICATIONS: At least three (3) years of recent experience in computer-aided drafting work and completion of college level courses in civil or architectural engineering or drafting; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:

Established: 07/01/73
Revised: 07/09/75
Revised: 07/01/87
Revised: 03/20/89
Revised: 03/01/94
Revised: 07/01/97
Revised: 09/01/99
Revised: 11/01/03
Revised: 11/19/15