

# NEW CASTLE COUNTY GOVERNMENT

Number 0646

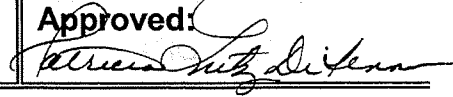
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## CLASS SPECIFICATION

Date 05/01/01

Title: DRAFTING TECHNICIAN III

Approved:



GENERAL STATEMENT OF DUTIES: Performs highly responsible administrative and supervisory work in directing a drafting division; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs supervisory work involving the responsibility for the operation of a drafting division. This employee is given wide latitude and discretion in providing drafting services to all divisions and sections of a department or departments. Immediate supervision is exercised over subordinate drafting technicians. General supervision is received from a professional engineer or planner.

EXAMPLES OF WORK: (Illustrative only)

- Coordinates activities of a drafting division, with activities in other divisions and departments;
- Supervises the work of subordinate drafting technicians as assigned;
- Supervises the preparation of graphics for construction to be undertaken by the County or by private contractors;
- Supervises the development and maintenance of filing systems for technical reports, maps, plans and drawings;
- Checks drawings for accuracy;
- Processes all Board of Adjustment applications;
- Authorizes purchases of drafting supplies;
- Maintains an inventory of supplies and equipment;
- Performs technical engineering tasks in the design of sewer and drainage systems;
- Makes special reports to superiors, such as divisional budget and personnel needs;
- 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 data processing terminal, personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles and practices of drafting as they apply to planning, sewage and storm water collection and disposal systems; good knowledge of surveying, earth work estimation, sanitary engineering, civil engineering and advanced mathematics; ability to supervise and to advise subordinate drafting technicians; ability to prepare reports; ability to communicate

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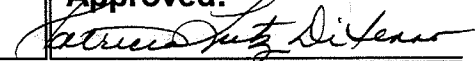
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Date 05/01/01

**Title:** DRAFTING TECHNICIAN III

**Approved:**



courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

**ACCEPTABLE EXPERIENCE AND TRAINING:** At least five years experience in drafting and related work at the level of Drafting Technician II and completion of two years of college with major course work in engineering graphics or related engineering courses; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### HISTORY OF REVISIONS:

Established:	07/01/73
Revised:	07/09/75
Revised:	07/01/87
Revised:	03/20/89
Revised:	04/01/94
Revised:	07/01/97
Revised:	05/01/01