

NEW CASTLE COUNTY GOVERNMENT

Number 0658

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CLASS SPECIFICATION

Date 02/12/08

Title: DRAFTING AND DESIGN SUPERVISOR

Approved:

Charlton L. Corwell

GENERAL STATEMENT OF DUTIES: Performs technical engineering tasks related to the planning, design and drafting of sanitary sewer and storm drainage systems. Supervises drafting technicians performing similar tasks on various engineering design projects; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for performing and coordinating tasks relating to the planning, design and drafting of sanitary sewer and storm drainage systems. Work includes making calculations, designing projects, reviewing engineering plans, supervising drafting technicians, and preparing construction specifications and cost estimates. Coordination with surveyors and other related engineering personnel within and outside of New Castle County's system is also required. This employee is also responsible for the care of the department's drafting equipment and materials, including but not limited to wide format plotters, plotting media of all types, and archiving and retrieval of existing engineering plans. This employee is supervised by a senior level engineer or other designated supervisor.

EXAMPLES OF WORK: (Illustrative only)

- Calculates the required diameter of proposed sanitary sewers for capacity requirements;
- Determines the most beneficial locations for proposed sanitary sewers, manholes, grade and depth of pipe by reviewing topographic features such as grades and location of utilities and paved roads;
- Determines materials needed to complete projects and calculate cost estimates;
- Coordinates various work assignments and supervises drafting technicians;
- Coordinates design projects with surveyors for design layout of sanitary sewer and drainage projects;
- Conducts field review as needed;
- Coordinates with permitting agencies and utility companies to obtain required permits and approvals;
- Coordinates with the Chief Right-of-Way Agent to prepare or amend right of way plats;
- Acts as project engineer on assigned projects;
- Reviews highway design plans submitted by the Delaware Department of Transportation for utility conflicts and possible sanitary sewer improvements during their construction;
- Reviews privately developed sanitary sewer design plans for accuracy and completeness, conformance to New Castle County standards of design, constructability and maintainability.
- Assists the public, engineers, architects, lawyers, surveyors, real estate agents, plumbers, public officials, and home owners by providing technical information related to County sewer and drainage facilities;
- Supervises the maintenance and updating of the New Castle County sanitary sewer and drainage inventory mapping system and as-built plans;
- Coordinates maintenance of drafting equipment and orders supplies as needed;
- Makes periodic reports on project status;
- Attends training to keep abreast of developments in the civil engineering design field, information storage/archiving and retrieval and drafting software;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that internal and external customers are provided with the highest quality of service;
- Operates a personal computer, proficient in AutoCAD and related drafting software packages, ESRI GIS software, and other related equipment in the course of the work described herein.

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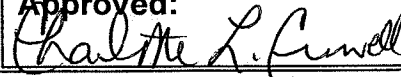
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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of modern principles and procedures of the engineering trade as applied to the construction and design of civil, mechanical, or electrical projects; good knowledge of field construction practices as they relate to surveying; ability to perform engineering tasks independently; ability to plan and lay out design work; ability to make engineering cost estimates; ability to operate a computer aided drafting (CAD) system; ability to deal effectively and cooperatively with the general public, construction contractors, and employees; ability to communicate courteously and effectively, both verbally and in writing; ability to supervise others; ability to prepare and interpret technical engineering reports.

MINIMUM QUALIFICATIONS: At least three years experience performing technical engineering tasks in the planning, design and drafting of sanitary sewer and storm drainage systems to include at least one year experience in supervision and possession of a Bachelor's Degree from an accredited college or university with major course work in civil engineering or a related field; or an equivalent combination of experience and training directly related to the required knowledge, skills and abilities.

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

HISTORY OF REVISIONS

Established:	07/01/87
Revised:	06/05/89
Revised:	04/01/94
Revised:	08/12/96
Revised:	03/01/00
Revised:	02/12/08