

## ENGINEERING DRAFTER

DISTINGUISHING FEATURES OF THE CLASS: The work involves skilled drafting of civil engineering plans from survey field notes and rough sketches. The incumbent will also maintain engineering office files of road and landfill alignments, profiles, and other records. Duties are performed under general supervision following established practices and procedures and requires a high degree of accuracy. An Engineering Drafter does related work as required.

### TYPICAL WORK ACTIVITIES:

- Drafts detailed drawings of structures and installations such as roads, culverts, bridges, and waterways;
- Plots new engineering drawings to scale from survey party field notes;
- Updates prior maps, blueprints and drawings as revisions become necessary;
- Checks and verifies the accuracy of field survey notes;
- Files maps, drawings, property descriptions, bridge photos and descriptions;
- Electronically archives maps, drawings, property description, bridge photos, and descriptions;
- Produces copies of plots, right-of-way, building drawings, blueprints, tax mapping deeds, etc;
- Answers inquiries from the public regarding rights-of-way and boundaries of county properties;
- Uses a computer-aided design system (CAD) in the performance of duties;
- May accompany survey crew in field to collect required data.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of drafting; working knowledge of plane geometry; working knowledge of trigonometry; knowledge of construction and engineering survey practices; ability to understand and interpret field notes, engineering tables, and transfer information to plans and blueprints; ability to understand and interpret complex oral and written directions; ability to interpret, utilize, and explain the use of engineering plans and maps; ability to maintain office engineering files; skill in the use of drafting instruments; attention to detail; accuracy; tact and courtesy to the public; physical condition sufficient to perform the essential functions of the position.

### MINIMUM QUALIFICATIONS: Either:

- A.) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in civil engineering technology, drafting or closely related field which must have included six (6) semester credit hours involving the use of a CAD system.

OR

- B.) Graduation from high school or possession of a high school equivalency diploma and two years experience in mechanical or engineering drafting which must have included use of a CAD system;

OR

- C.) An equivalent combination of training and experience as defined in the limits of (A) and (B) above.

*SPECIAL REQUIREMENT:* Must possess and maintain a New York State Driver's License.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 6/24/04

Revised: 9/20/12