

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

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|--------------------|---|------------------------|---------------------|
| TITLE: | Civil Engineering Drafting Technician I | REPORTS TO: | Assigned Supervisor |
| DEPARTMENT: | Facilities Management | CLASSIFICATION: | Classified |
| FLSA: | Non-Exempt | SALARY GRADE: | 036 OTBS |
| REVISED: | July 1, 2002 | | |

BASIC FUNCTION:

Perform routine drafting and nonprofessional engineering duties for layouts of school playground and parking lot areas.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Develop and prepare outside line painting plans for school sites. **E**

Measure paved areas and gather information needed for preparation of line painting plans. **E**

Set and mark areas for painting; make computations and field notes. **E**

Perform tracing and lettering. **E**

Compute areas. **E**

Prepare, copy, and correct maps, sketches, and plats. **E**

Consult with site managers and other school district personnel. **E**

Operate Ozalid and other plan duplicating machines. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from high school including or supplemented by training in mechanical drawing, and one year of drafting experience. Two years of college level training including courses in engineering graphics, mechanical drawing, surveying, and industrial drafting may be substituted for the experience requirement.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Drafting techniques.
Standard drafting instruments and measuring devices.
Reading and writing English communication skills.

ABILITY TO:

Draw clear, comprehensive plans of playgrounds and parking lots using proper drafting techniques.
Operate Ozalid and other plan duplicating machines.
Operate standard office equipment including microcomputers and related software applications.
Use standard drafting instruments and measuring devices.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environments.

PHYSICAL REQUIREMENTS:

Good eye sight and depth perception; hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

NOTE: An incumbent in the job class of Civil Engineering Drafting Technician I may be promoted to the next higher job class of Civil Engineering Drafting Technician II upon certification by the department head and approval by the division head that the incumbent meets the minimum qualifications listed on the current class description of the higher job class and is regularly performing a majority of the higher level duties.