

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Civil Engineering Drafting Technician II	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Facilities Management	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	049 OTBS
REVISED:	July 1, 2002		

BASIC FUNCTION:

Develop and draft or check land and topographic maps, land utilization plans, utility plans, and other related plans and drawings for school building construction or site alterations.

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

Prepare land maps from deeds, plats, street openings and closings, and other public records. **E**

Prepare public improvement plans for approval by the city engineer. **E**

Prepare land utilization plans for new playground areas or for alteration of existing areas. **E**

Prepare utility plans for the provision of water and storm drains, sewers, and gas and electric services. **E**

Make preliminary feasibility studies for future school sites. **E**

Use topographic maps for calculating earthwork required. **E**

Make all necessary engineering calculations. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to high school or post high school training in engineering drafting and three years of recent, directly related, increasingly responsible, journey level civil engineering drafting experience.

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:

Topographic surveying, mapping, and grading, and of related nomenclature symbols, customs, and practices.

Drafting instruments.

Boundary control.

Reading and writing English communication skills.

ABILITY TO:

Use drafting instruments.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environments.

PHYSICAL REQUIREMENTS:

Good eyesight 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.

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Job Code 6572

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