

Drafting Technician III

DEFINITION

This is administrative, supervisory and high complex drafting work involving responsibility for a drafting unit or computer assisted graphic design site of considerable scope and complexity.

Employees of this class direct a moderate to large size drafting unit performing all drafting and related functions for a complete area of activity. Work involves organizing and delegating projects or phases of projects; providing advice and guidance to subordinate staff; and maintaining section records, files and plans. Incumbents are expected to provide interdepartmental liaison on drafting and related matters. At this level of work, employees may perform more administrative and supervisory functions than actual hands on drafting and are typically considered to be the expert in the assigned area of activity.

Supervision is exercised over a moderate to large drafting unit on a continuous basis consisting of subordinate drafting technicians, tracers and others (15-20 positions). The work directed is normally at a departmental level and typically requires assistance of several Drafting Technician IIs in running separate drafting sections of the larger unit. General instructions and directions are normally received from a professional supervisor. Employees are expected to exercise initiative and judgement in meeting deadlines and achieving desired results. The work is subject to review for the extent to which objectives are achieved.

The work of this class is distinguished from that of the Drafting Technician II class by the increased size and scope of the unit supervised, the level of contacts, the impact of decisions and the greater administrative functions.

TYPICAL DUTIES*

Assists in the selection of drafting personnel; trains new employees; disciplines or recommends dismissal when necessary.

Schedules and assigns work to drafting personnel in accordance with priorities, complexities of work and abilities of personnel; directs in the activities of the reproduction centre; directs and controls the operation of other related activities such as the technical reference library and archives, master file of systems practices and procedures, branch forms control and departmental records.

Originates orders for drafting and blueprint supplies; maintains inventory records on microfilm retention files and computerized inventory; assists in developing section budget estimates.

Provides drafting services by organizing, planning, assigning and reviewing work; selecting, training, developing and motivating subordinates; proficient internal and external liaison; and performing some more complex design.

Confers with engineering and technical personnel to ensure work is scheduled and completed to meet departmental needs; checks work output for quality and quantity.

Provides drafting services for all civic utility or public works construction plan development; maintains inventory of contract documents and performs related technical duties; directs production of cadastral map systems; performs related administrative functions such as budgeting, performance appraisal, setting standards and hiring new employees.

Plans and supervises the preparation and processing of a variety of utility design, construction and maintenance plans and drawings.

KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of drafting terminology, practices and techniques as applied to both manual board and computer graphics operation technology.

Extensive knowledge of technical mathematics.

Knowledge of construction engineering and surveying practices.

Knowledge of the principles of supervision, organization and administration.

Complete knowledge of civic and departmental policies and regulations.

Ability to plan, direct and coordinate work of subordinates.

Ability to express ideas and concepts effectively, orally and in writing.

Ability to establish and maintain effective writing relations with subordinates and public and private officials.

TRAINING AND EXPERIENCE REQUIREMENTS**Job Level**

Completion of a diploma in civil or drafting technology from a recognized institute of technology and eight (8) years' progressively responsible drafting experience, including two (2) years of supervisory experience.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0691		0692	
Last Updated:	1982-09 (retitled and updated)			
Previous Updates:	1981-06, 1980-12, 1977-07			
Originated:	1973-06			