

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Drafting Technician

SERIES NO.:

8411

MAJOR AGENCIES: Transportation, Administrative Services,
Adjutant General, Natural Resources**EFFECTIVE DATE:**

01/09/2005

SERIES PURPOSE:

The purpose of the drafting technician occupation is to provide a supportive service to engineers, architects & administrators by performing drafting activities necessary for completion of design projects.

At the lowest level, incumbents perform routine drafting work, design minor alterations to plans, compute estimates & perform basic engineering calculations.

At the middle level, incumbents draft preliminary plans & working drawings & perform limited design & engineering calculations.

At the highest level, incumbents coordinate drafting work, perform major plan revisions, prepare final plans & serve as lead worker by providing work direction & training to drafting technicians.

CLASS TITLE

Drafting Technician 1

CLASS NUMBER

84111

PAY RANGE

25

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The developmental level class works under immediate supervision & requires working knowledge of drafting & design technology in order to perform routine drafting work (e.g., traces, inks, letters, sketches), design minor alterations to plans, compute estimates & perform basic engineering calculations (e.g., earthwork, pavements, grading).

CLASS TITLE

Drafting Technician 2

CLASS NUMBER

84112

PAY RANGE

27

EFFECTIVE

03/26/1990

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of drafting & design technology & skill in use of various drafting instruments in order to prepare preliminary plans & sketches, perform limited design work (i.e., design minor details & alterations to plans independently & in cooperation with engineers; make preliminary design recommendations when assigned) & perform engineering calculations.

CLASS TITLE

Drafting Coordinator

CLASS NUMBER

84113

PAY RANGE

28

EFFECTIVE

03/26/1990

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of drafting & design technology & skill in use of various drafting instruments in order to coordinate drafting work, perform major plan revisions (i.e., change orders), design details (e.g., approaches, pavement, minor structures) & prepare final plans & serve as lead worker (i.e., provide work direction & training) over drafting technicians in performance of drafting activities for design projects.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Drafting Technician 1	84111	07	01/09/2005	25

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Details plans & profiles, performs routine drafting work necessary for completing plans (e.g., sketches, traces, inks & letters), designs minor additions or changes to plans under close review & interprets & plots field survey notes.

Performs basic engineering calculations under supervision (e.g., earthwork, pavements, grading); computes preliminary material estimates; assists in field surveys.

Designs & prepares charts, graphs & maps for special engineering studies &/or public displays as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of drafting & design technology; mathematics to include geometry. Skill in use of computer & computer aided design & drafting techniques*. Ability to deal with problem involving several variables within familiar context; cooperate with co-workers.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of associate core program in drafting & design technology.

-Or 12 mos. exp. in drafting & design position to include use of various drafting instruments, descriptive geometry & interpretation of engineering drawings.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

On-job seminars & workshops.

UNUSUAL WORKING CONDITIONS:

Not applicable.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Drafting Technician 2	84112	07	03/26/1990	27

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Drafts preliminary plans & working drawings from survey notes & data, prepares detailed sketches & performs field surveys as necessary.

Prepares proposed & final plans (e.g., inks, letters); reviews work to conform with standard engineering procedures & state codes.

Performs limited design work (i.e., designs minor details & alterations to plans independently & in cooperation with engineers; makes preliminary design recommendations when assigned).

Performs engineering calculations (e.g., earthwork, grading, square footage); computes involved cost & material estimates; assists in field surveys & special studies as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of drafting & design technology; mathematics to include geometry. Skill in use of computer & computer aided design & drafting techniques. Ability to deal with variety of variables in somewhat familiar context; apply descriptive geometry; cooperate with co-workers.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of associate core program in drafting & design technology; 6 mos. exp. in drafting & design position.

-Or 18 mos. exp. in drafting & design position to include use of various drafting instruments, descriptive geometry & interpretation of engineering drawings.

-Or 6 mos. exp. as Drafting Technician 1, 84111.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

On-job seminars & workshops.

UNUSUAL WORKING CONDITIONS:

Not applicable.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Drafting Coordinator	84113	07	03/26/1990	28

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as lead worker (i.e., provides work direction & training) over lower-level drafting technicians in all phases of preparing & drafting design projects, coordinates drafting & design work to ensure all interested parties are informed regarding status of project, ensures survey crews are furnished with pertinent data, performs final drafting work (e.g., checks for conformance with specifications & does final revisions), performs major plan revisions (i.e., change orders) reviewed by engineers & designs details (e.g., approaches, pavement, minor structures).

Performs engineering calculations, prepares detailed estimates; performs drafting work & prepares final plans (e.g., plots & drafts from survey notes; prepares sketches & details).

Reviews & checks plans & specifications to conform with standard engineering procedures & state regulations; maintains drafting equipment & inventory of drafting supplies.

MAJOR WORKER CHARACTERISTICS:

Knowledge of drafting & design technology; employee training & development*; mathematics to include geometry. Skill in use of computer & computer aided design & drafting techniques. Ability to apply descriptive geometry; deal with problems involving several variables within familiar context.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of associate core program in drafting & design technology; 12 mos. exp. in drafting & design.

-Or 24 mos. exp. in drafting & design to include use of various drafting instruments, descriptive geometry & interpretation of engineering drawings.

-Or 6 mos. exp. as Drafting Technician 2, 84112.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

On-job seminars & workshops.

UNUSUAL WORKING CONDITIONS:

Not applicable.