**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 full performance level, incumbents draft preliminary plans & working drawings & perform limited design & engineering calculations.

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<tr>
<th>JOB TITLE</th>
<th>JOB CODE</th>
<th>PAY GRADE</th>
<th>EFFECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drafting Technician 1</td>
<td>84111</td>
<td>25</td>
<td>01/09/2005</td>
</tr>
</tbody>
</table>

**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).

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<th>EFFECTIVE</th>
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<tbody>
<tr>
<td>Drafting Technician 2</td>
<td>84112</td>
<td>27</td>
<td>03/26/1990</td>
</tr>
</tbody>
</table>

**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.
Drafting Technician 1

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<tr>
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<th>B. U.</th>
<th>EFFECTIVE</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Drafting Technician 1</td>
<td>84111</td>
<td>07</td>
<td>01/09/2005</td>
<td>25</td>
</tr>
</tbody>
</table>

**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.

**COMPETENCIES**
Getting Information
Interacting with Computers
Drafting, Laying Out, and Specifying Technical Devices, Parts, and Equipment

**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.
JOB TITLE: Drafting Technician 2

JOB CODE: 84112

B. U.: 07

EFFECTIVE: 03/26/1990

PAY GRADE: 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.

COMPETENCIES
Getting Information
Interacting with Computers
Drafting, Laying Out, and Specifying Technical Devices, Parts, and Equipment

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.