

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

**CLASSIFICATION SERIES:**

Drafting Technician

**SERIES NO.:**

8411

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

**EFFECTIVE DATE:**

05/12/2019

**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.

**JOB TITLE**

Drafting Technician 1

**JOB CODE**

84111

**PAY GRADE**

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).

**JOB TITLE**

Drafting Technician 2

**JOB CODE**

84112

**PAY GRADE**

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.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</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.

**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.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</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.

**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.