



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: DRAFTING TECHNICIAN II

BARGAINING UNIT: [CIV BARGAINING](#)

CODE NUMBER: 5750

PAY RANGE CODE: [04120](#)

REVISION DATE: 7/27/17

NATURE OF WORK:

This is skilled and advanced drafting work involving the production of complex engineering and planning drawings. Work includes computer aided design in drafting plans, maps, drawings, and other designs for complex civil engineering projects, performing difficult engineering calculations, and providing field assistance. Although incumbents are allowed considerable independence in the performance of assigned duties, detailed instructions are given by a supervisor on new or unusual assignments.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Lays out and drafts final designs for building, sewer, street, and other construction projects.

Provides field assistance for project surveying, measurements, and photographs.

Performs difficult engineering calculations to determine drawing specifications.

Updates and drafts maps from aerial photos, field notes, construction plans, and property records.

Researches and compiles current available information including field books, property right-of-ways, property lines, sewers, and utilities to draft project plans.

Evaluates and interprets the information compiled in order to draft plans for a particular project.

Participates in determining project quantities and estimates project costs.

Prepares project visual aids for use at public meetings.

Assembles contract information to assist in preparing bid packages.

Enters and retrieves sewer inventory computer data.

Answers inquiries regarding sewer locations, right-of-ways, widths, city limits, sewer use fees, and other related matters.

Communicates with consulting engineers or surveyors to discuss project changes, and obtains accurate drafting information.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks including computer aided drafting (CAD) software.

Knowledge of drafting terminology, methods, instruments, and techniques.

Knowledge of algebra, geometry, and trigonometry as applied to angles, curves, areas, and distances.

Skill in civil engineering drafting, structural detailing, planning in the preparation of elevations, and profile isometric and cross section views.

Skill in freehand and mechanical lettering and in the use of drafting instruments.

Skill in drafting and tracing plans, maps, and drawings.

Ability to make difficult engineering computations, calculate irregular shapes, and apply algebraic, geometric, and trigonometric functions to engineering projects.

Ability to read and interpret maps, plans, reduced surveyor's field notes, legal descriptions, computer screens, and computer printouts.

Ability to communicate with consulting engineers, surveyors, and the general public.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to understand oral or written instructions.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to sit 76 to 100% of the time; and reach, balance, bend, stoop, squat, kneel, crouch, stand, walk, push, and pull up to 25% of the time.

Ability to move objects weighting up to ten (10) pounds up to 33% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school graduation or its equivalent

AND

One (1) year of responsible experience in drafting work.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Depending on the assigned division, work is performed in an office or industrial building setting amid normal conditions of dust, odors, fumes, and noises.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer	Copier	Calculator
Blueline Reproduction Machine	Telephone	Merlin Lettering Machine
Ultrasonic Pen Cleaner	Printer	Scanner

Previous Revision Date(s): 3/25/93