



# CITY OF OMAHA CLASS SPECIFICATION

**CLASSIFICATION TITLE: DRAFTING TECHNICIAN I**

**BARGAINING UNIT:** [CIV BARGAINING](#)

**CODE NUMBER:** 5740

**PAY RANGE CODE:** [04115](#)

**REVISION DATE:** 7/27/17

## **NATURE OF WORK:**

This is entry-level drafting work which follows prescribed methods and procedures. Work includes computer aided design in drafting or updating plans, maps, and drawings; performing engineering calculations; answering telephone inquiries; and researching project information. Work is performed under the direction of a technical supervisor; however, as an employee becomes more proficient, work is subject to less supervision.

**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 sewer subdivision plats, maps, charts, graphs, cross sections, signs, plans, and other projects.

Performs engineering calculations to determine drawing specifications.

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

Answers telephone inquiries regarding sewer locations, right-of-way widths, city limits, sewer use fees, and other inquiries.

Researches street, sewer, right-of-way, and project information.

Operates reproduction machine to provide copies of blueprints for public or private requests.

Prepares project visual aids for use at public meetings.

Codes, enters, updates, and researches computer data files.

Interprets maps, legal descriptions, as-builts, sewer condition reports, and other sources of information in the preparation of accurate maps and drawings.

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

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

Ability to make simple engineering calculations.

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 understand oral or written instructions.

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

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

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

Ability to stand 51 to 75% of the time; sit, reach, bend, stoop, walk, push, and pull 26 to 50% of the time; and climb, balance, squat, kneel, and crouch up to 25% of the time.

Ability to move objects weighing 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

Six (6) credit hours of postsecondary coursework in drafting or a related field.

**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.)*

Work is performed in an office 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  
Blueline Reproduction Machine  
Printer

Copier  
Telephone  
Scanner

Calculator  
Merlin Lettering Machine

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