



# CITY OF OMAHA CLASS SPECIFICATION

## CLASSIFICATION TITLE: DRAFTING TECHNICIAN III

BARGAINING UNIT: [CIV MANAGEMENT](#) CODE NUMBER: 1310

PAY RANGE CODE: [12.2 MC](#) REVISION DATE: 7/27/17

### NATURE OF WORK:

This is supervisory work involving the production of complex engineering and planning drawings. Work includes system management for computer network applications, prioritizing all drafting projects, and monitoring the performance of subordinate drafting technicians. Work also involves significant contact and working relationships with other city departments, governmental agencies, local utilities, and the general public.

**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.)*

Maintains the computer network applications; writes specifications; tests new software upgrades and makes recommendations for purchase; coordinates file sharing procedures; establishes and maintains network passwords, cell libraries, standard level symbology, and color tables for design files.

Prioritizes and schedules all drafting project assignments within established time schedules.

Trains subordinates in the procedures and drafting practices of the division.

Provides work direction and monitors the performance of drafting technicians engaged in drafting plats, maps, charts, and final designs for buildings, sewer, street, and other construction projects.

Assists in the completion of project activities by providing drafting assistance and technical information.

Orders and maintains drafting supplies and equipment.

Maintains drafting files and microfilm index and researches drafting and engineering records to provide accurate information to City Departments and the public.

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 the terminology, methods, practices and techniques of engineering and structural drawing.

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

Knowledge of basic principles of municipal engineering or city planning.

Knowledge of drafting supplies, office supplies, and ordering procedures.

Knowledge of computer network applications.

Skill in algebra, geometry and trigonometry as applied to standard drafting formulas.

Skill in drafting complex engineering plans and in the use and care of drafting equipment and instruments.

Skill in making complex engineering computations.

Ability to prioritize and schedule drafting projects within established time schedules.

Ability to train, provide work direction, and monitor the performance of subordinates.

Ability to maintain computer network applications, to include writing specifications, testing new software upgrades and making recommendations for purchase, coordinating file sharing procedures, establishing and maintains passwords, cell libraries, and other network applications.

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

Ability to maintain and research drafting files and microfilm records.

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; reach and walk 51 to 75% of the time; stand 26 to 50% of the time; and balance, bend, stoop, squat, kneel, crouch, push, and pull 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

Three (3) years of responsible experience in engineering, structural, and planning 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  
Blueline Reproduction Machine  
Microfilm Card Reader  
Scanner

Copier  
Telephone  
Printer

Calculator  
Merlin Lettering Machine  
Computer Plotter

Previous Revision Date(s): 5/27/93