

## **Sacramento Suburban Water District Classification Specification**

**Job Class:** Engineering Drafter

**FLSA Status:** Non Exempt

**Supervisor:** GIS Coordinator

**Effective Date:** May 2016

### **Definition/Distinguishing Characteristics**

Under close supervision, this entry-level position performs drafting and computation work related to the location, design and construction of District infrastructure and facilities.

### **Examples of Duties**

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Prepares and updates maps and drawings for the design, installation, improvement, replacement and location of District infrastructure and facilities.
- Contacts and coordinates with other utility companies regarding location of existing utilities as needed for design of main replacement and other capital improvement projects.
- Assists with customer notification letters for main replacement and other capital improvement projects.
- Performs fieldwork necessary to locate and plot service lines and facilities.
- Produces various AutoCAD maps and drawings to satisfy end-user requirements.
- Updates District standard details, sketches and existing drawings.
- Updates District water facilities in GIS.
- Maintains regular attendance and adheres to prescribed work schedule to conduct job responsibilities.

### **Mental and Physical Requirements**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Travels occasionally by automobile in conducting District business.
- Occasionally walks in uneven terrain, in an outdoor environment, locating District structures and facilities.
- Communicates orally with District management, coworkers and the public in face-to-face, one-to-one and group settings.
- Regularly uses a telephone for communication.
- Regularly uses office equipment such as computers, copiers and fax machines.

- Works at a desk, sits or stands for extended time periods.
- Ability to lift and move objects up to 15 pounds such as large binders, books and small office equipment.
- Hearing and vision within normal ranges with or without correction.
- May occasionally be required to change working hours or work overtime.

## **Qualifications**

### ***Knowledge of:***

- Principles, methods, instruments and techniques used in engineering drafting.
- Algebra, geometry and trigonometry.
- Basic report writing.
- Common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access and PowerPoint) and Crystal Reports.

### ***Ability To:***

- Perform complex and precise drafting assignments and mapping work.
- Prepare construction drawings and maps from field notes.
- Use computer systems and software packages related to engineering drafting.
- Perform a variety of technical support work.
- Use computer systems and programs related to engineering computations.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative working relationships with coworkers, outside agencies, vendors, consultants/contractors and the public.
- Pass pre-employment physical, drug and alcohol examination, and background check.

### ***Education, Experience, Licenses and Certifications:***

#### ***Required:***

- High school diploma or equivalent.
- Valid California Driver's License issued by the California Department of Motor Vehicles.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

#### ***Desirable:***

Any combination of education and experience which would likely provide the desired knowledge and abilities is acceptable. A typical way to obtain the knowledge and abilities would be:

- One (1) year of experience performing engineering drafting work in the water/wastewater industry or a related field is highly desirable.
- College coursework in GIS, AutoCAD, Geography, Cartography and/or Computer Science is highly desirable.

- One (1) year of experience operating and maintaining automated mapping and civil drafting.

**The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.**