

EAST BAY REGIONAL PARK DISTRICT

SENIOR DRAFTING TECHNICIAN

Reports to: Civil Engineer, or other on a project basis.

GENERAL FUNCTION:

Under direction, to perform the more skilled drafting related to a variety of architectural, landscape architectural, and engineering projects; and to perform related tasks as required, including supervision of subordinate draftspersons on occasion.

PRINCIPAL DUTIES & RESPONSIBILITIES:

Prepares working drawings and specifications for the construction of buildings, structures, roads, drainage, sprinkling systems, and landscaped areas; makes perspective sketches, elevations, and cross-sections; may do general or specific designing work with supervision; makes field inspections of construction in progress; make field decisions with supervision; handles associated contacts with outside consultants; writes reports, keeps records, and otherwise engages in the paperwork management required to expedite the projects; may supervise on occasion; and performs other work as required.

MINIMUM QUALIFICATIONS:

<u>Education:</u>	Graduation from high school or equivalency; <u>and</u>
<u>Experience:</u>	Eight years experience as a draftsperson in a setting providing exposure to architecture, landscape architecture and engineering. At least one year of this experience must have included some supervisory experience.
<u>Alternative:</u>	Suitable advanced education may be substituted for experience on a year-for-year basis, provided that there be no less than four years experience and no substitution on supervisory experience.
<u>Additional Requirements:</u>	An effective and valid driver's license is a condition of initial and continued employment in this classification.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of construction, landscape architecture and engineering, etc. Familiarity with office procedures and ability to organize and direct the preparation of contract documents for construction in the field.

Board Resolution No.: 1980-4-94
April 1, 1980