

EAST BAY REGIONAL PARK DISTRICT

DRAFTING TECHNICIAN-DESIGN

GENERAL FUNCTION:

Under direct supervision, provides technical support to design professionals whose work may, include architectural, landscape architectural, and/or civil engineering related projects.

ESSENTIAL FUNCTIONS:

Prepares Computer Aided Design CAD drawings for site works and utilities (roads, trails and parking areas, drainage, water sewer, and power systems); structures (buildings, bridges, and walls); and landscape construction (planting, irrigation, fencing and site furniture). Drafts maps, plan views, elevation drawings, cross sections, profiles, tables and isometric drawings using CAD; makes perspective sketches and colored presentation plans using CAD or manual drafting; assist in the preparation of detailed contract bid documents.

OTHER FUNCTIONS AND DUTIES:

Makes field measurements and assist in the collection of field data through use of survey instruments. Aids in the performance of complex design calculations. Makes site visits to observe construction in progress. Assists with administration of consultant contracts. Assists in the preparation of reports and records keeping. Provides CAD support. Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Equivalent to completion of twelfth grade; and

Experience: Five years drafting in the field of civil engineering, landscape architecture, or architecture, using AutoCAD, Land Desktop Development, or similar software.

Substitution: College level education in computer aided design, engineering, landscape architecture, or architecture, may be substituted on a year-for-year basis.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles, practices, techniques and equipment used in drafting, including the use of Computer Aided Design software programs. Technical knowledge of construction, survey, landscape architecture and engineering. Knowledge of algebra, geometry and trigonometry as applied to drafting work. Ability to prepare a materials quantity take off list from plans and working drawings. Ability to visualize a completed detail and prepare an understandable working drawing. Ability to make maps, plan views, elevation drawings, cross sections profiles tables and perspective sketches. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels,

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including a culturally diverse general public, with a focus on quality service to internal staff and external customers and park users.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California driver's license is a condition of initial and continued employment in this classification.

REPORTS TO: Design Manager

Employment Category: AFSCME, Local 2428, Monthly Salary Range Effective 1/1/04: \$4,254.25 - \$4,649.13
Adopted by Board: April 1, 1994, Resolution Number 1980-4-94
Revision Approved by General Manager: December 18, 2003
Salary Revised per Joint Equity Committee Effective 1/1/04