

## **EAST BAY REGIONAL PARK DISTRICT**

### **DRAFTING TECHNICIAN- SURVEY**

#### **GENERAL FUNCTION:**

Under general supervision, to perform technical support for land survey work done in the Construction/Survey unit.

#### **ESSENTIAL FUNCTIONS:**

Under general supervision, the Survey Drafting Technician aids in both the office as a drafting technician and in the field as necessary for land survey work. The Drafting Technician in the Survey Support Unit, assists in the preparation and review of survey documentation products; researches and reviews deeds, title reports, legal descriptions, lease agreements, field notes, maps and documents; drafts and performs complex survey calculations and computations; prepares topographic maps, drawings, construction layout diagrams, plats, hard copy drawings and final maps; assists with field survey operations and reviews construction plans for staking. Proficiency in AutoCAD, Land Desktop software, electronic data collectors.

#### **OTHER FUNCTIONS AND DUTIES:**

Makes field inspections of construction in progress; assists with handling associated contacts with outside consultants and the public. Using a computer, writes reports, keeps records, creates and updates databases and provides AutoCAD support. Makes complex calculations to aid in the completion of surveying tasks. Performs related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

Education: Equivalent to completion of twelfth grade; and

Experience: Five years drafting for civil engineering, construction survey projects, creating maps, legal descriptions and survey calculations using AutoCAD and related software.

Substitution: College level education in computer aided design, surveying, engineering, 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 AutoCAD and Land Desktop Development. Possession of a Land Surveyor's in Training Certificate (L.S.I.T.) is desirable. Technical knowledge of construction, survey, and engineering. Knowledge of algebra, geometry and trigonometry as applied to surveying and drafting work. Ability to make maps, plan and profile and cross section drawings. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal staff and external customers and park users.

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SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California driver's license is a condition of initial and continued employment in this classification. This position is a 40 hour workweek.

REPORTS TO: Senior Chief of Survey Party

Employment Category: AFSCME, Local 2428, Monthly Salary Range Effective 3/20/04: \$4,650.53 - \$5,083.86  
Adopted by Board: April 1, 1994, Resolution Number 1980-4-94  
Revision Approved by General Manager: March 7, 2005