

Job Class Code: 2390	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to prepare, design and maintain drawings and maps for technical drafting support in assigned area. The class is responsible for researching drafting information, assisting with drafting inquiries, copying maps and plans, preparing charts and graphic exhibits, and developing and maintaining file system. The class is also responsible for preparing drawing tools and materials, verifying drafting data, and laying out plans. The class works according to some procedures; decides how and when to do things under general supervision.

TYPICAL TASKS

- Researches drafting information for assigned department.
- Assists the general public with inquiries such as land and property ownership, right-of-ways, and road project information.
- Prepares all tools and materials for drawings.
- Lays out plans and designs drawings and maps.
- Copies, reduces, and enlarges maps and drawings.
- Prepares charts, graphs, and other exhibits.
- Develops, updates, and maintains department files and database.
- Assists with the preparation and distribution of various documents and books.
- Prepares cost calculations and bid tabulations.
- Drafts and traces markups on plan sheets and materials.
- Performs related tasks as necessary such as assisting temporary and new personnel.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
Interpersonal/People Involvement	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
Reasoning Requirements	Performs skilled work involving rules/systems but solves problems almost constantly.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, geometric construction; may use deductive geometry, plane and solid, and rectangular coordinates.
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.
Mental Requirements	Performs manual and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational	Requires any combination of education and experience equivalent to an associate's
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Requirement	degree in drafting or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of one year of related, full-time equivalent experience.
Special Certifications and Licenses	None
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 05/01/22