

Job Class Code: 2401	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide basic computer aided drafting and design support in assigned area. The class is responsible for reducing survey data, preparing engineering drawings and plans, creating plats, and preparing documents for presentation. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS

- Reduces survey notes to create engineering drawings and plans.
- Prepares various types of plats from surveys.
- Researches deed records of property ownership, public right-of-ways, and tax maps.
- Creates exhibits, displays, and charts for presentation.
- Assists the general public with project inquiries.
- Performs related tasks as necessary such as assisting with the calculation of quantities and running errands.
- Performs other duties as assigned.

GENERAL STANDARDS

Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
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 and solves problems frequently.
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 general 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 intense concentration for accurate results and 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 Requirement	Requires an associate's degree or any equivalent combination of education and experience in computer aided drafting and design or a closely related field.
Experience	In addition to satisfying the vocational/education requirements, this class requires a minimum of six months of related, full-time equivalent experience.
Special Certifications and Licenses	Autodesk AutoCad certificate preferred.

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

City of Chesapeake

Class Title: Engineering CADD Tech I

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.