

Job Class Code: 2415	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide computer aided drafting and design support (CADD) for engineers and provide supervision over subordinate staff in assigned area. The class is responsible for supervising and training subordinate staff, preparing engineering drawings and plans, creating plats, and assisting with project development. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS

- Creates engineering drawings and plans from reduced survey notes or field book notes.
- Oversees staff, as needed, that use computerized design software for the creation of plats, presentations, and survey information.
- Supervises, trains, and schedules subordinate staff.
- Prepares various types of plats from surveys.
- Prepares exhibits, displays, and charts for presentation.
- Assists project engineers with design development needs.
- Manages and organizes CADD system files.
- Installs, maintains, and updates computerized design software and related products to provide technical support for engineering staff.
- Performs related tasks as necessary such as troubleshooting and correcting computer problems as related to computerized design software.
- Performs other duties as assigned.

GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information, and may implement and report on operations and activities.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Reasoning Requirements	Performs coordinating work involving guidelines/rules and solves problems 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 professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems or the coordination of entry level managerial work; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results and frequent 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 any combination of education and experience equivalent to an associate's degree 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 three years of related, full-time equivalent experience including installation of computerized design software.
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 07/21/2020