



MARIN MUNICIPAL WATER DISTRICT

Drafting Technician II

DEFINITION

Under general supervision, performs technical drafting and computation work in connection with the location and design of water system facilities; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the full working level class of the series. Incumbents, under general supervision, perform AutoCADD and manual drafting and related assignments of average difficulty.

EXAMPLES OF DUTIES

Typical duties may include but are not limited to the following:

- Prepares field sketches, and layout drawings for District projects;
- provides information for proposed construction projects;
- works closely with engineering staff and prepares contract drawings and details for water facilities, including structural, mechanical and electrical designs;
- uses AutoCADD and manual drafting to prepare drawings;
- prepares a variety of charts, graphs, maps and tables for District reports and presentations;
- photographs District projects;
- plots and reduces survey notes;
- runs basic engineering computations;
- prepares and maintains various District records;
- follows applicable safety rules and regulations.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Drafting principles and procedures, algebra, geometry and trigonometry;
- property map descriptions and plotting;
- AutoCADD software applications;
- mathematical procedures in drafting;
- engineering calculations, design criteria, and field work;
- construction practices and materials.

Ability to:

- Perform complex and precise mapping and drafting work with a minimum of supervision and instruction;
- prepare construction drawings and maps from rough sketches and field notes;
- use AutoCADD software to perform drawing;
- do engineering design work and the more difficult mathematical calculations;
- determine volumes and areas by hand and through computer software;
- prepare plots and descriptions of property;

- deal effectively with those contacted in the course of work;
- understand and carry out written and oral instructions.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Completion of the twelfth grade or its equivalent; and,
- two years of design and drafting experience, at least one year of which includes the use of AutoCADD.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 “all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.”

LICENSES AND/OR CERTIFICATIONS

- Possession of or the ability to obtain an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record.

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages or equipment weighing up to 50 pounds. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

The noise level in the work environment is quiet to moderate noise. The employee is exposed to outdoor temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: May 1978
Revised: October 2008
Approved by: Human Resources Manager