



MARIN MUNICIPAL WATER DISTRICT

Drafting Technician I

DEFINITION

Under supervision, performs the less difficult engineering drafting work in connection with the location and installation of water system facilities; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Drafting Technician I is the entry and training level class of the series. Incumbents, under close supervision, are trained to perform routine drafting projects and other subprofessional engineering assignments. When a reasonable degree of proficiency and experience has been obtained, an incumbent may be promoted to the Drafting Technical II level.

EXAMPLES OF DUTIES

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

- Prepares field sketches and layout drawings for District projects;
- works closely with engineering staff in the preparation of contract drawings and details for water facilities, including structural, mechanical and electrical designs;
- prepares a variety of charts, graphs, maps and tables for District reports and presentations;
- learns to plot and reduce 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;
- mathematical procedures in drafting;
- construction practices and materials.

Ability to:

- Perform mapping and drafting work;
- prepare construction drawings and maps from rough sketches and field notes;
- deal effectively with those contacted in the course of work;
- understand and carry out written and oral instructions;
- depending upon job assignment drive a vehicle;
- travel to alternative work locations and offsite meetings.

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,
- One year of subprofessional engineering experience.

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.

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.

Employees who drive on District business to carry out job-related duties must possess a California driver's license for the class of vehicle driven and meet automobile insurability requirements of the District including review of a recent DMV history. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

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.

Marin Municipal Water District
Drafting Technician I
Page 3 of 3

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