

CLASS SPECIFICATION FOR  
**Drafting Technician II**

**GENERAL STATEMENT OF DUTIES:** Performs responsible and skilled work in the preparation of detailed drawings and engineering plans; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is responsible drafting work. An employee prepares plans, plats and other drawings in workable form from field notes and sketches or from oral instructions. Drawings must be accurate and are checked upon completion for adherence to instructions. The work includes the performance of related mathematical calculations. May serve as lead worker to or supervise Drafting Technicians I. This class is distinguished from Drafting Technician I by the degree of skill required, the responsibility assigned and a broader scope of duties.

**EXAMPLES OF WORK** (illustrative only):

- Draws plans for the construction of water mains and sewer lines;
- Sketches plans and profile drawings of water and sewer lines, valves and hydrants;
- Plots all topography on a given job with relation to the base line;
- Draws plans for securing right-of-way agreements or permits;
- Solves geometric and trigonometric problems necessary to the accurate completion of drawings;
- Plots profiles including underground utilities and cross sections, checking for accuracy and relation to the topographical drawing covering the same area;
- Plots and draws plans for new roads and the improvement or relocation of existing roads;
- Performs work in the collection of land use data and prepares detailed maps;
- Prepares drawings for the Planning Commission, Board of Zoning Appeals and Board of Supervisors;
- Gathers field engineering data for traffic studies;
- Draws sectional maps, such as parking lots, street intersections, and traffic projects;
- Assists in planning of new traffic sign and signal installations;
- Maintains final plat file on subdivisions and updates existing maps as necessary;
- Provides information to the public in person or by phone regarding agency projects, policies and/or procedures;
- Plots drawings and profiles for the location of curb and gutter and drainage ditches;
- Draws maps to scale showing boundaries of property as legally defined;
- From field notes, aerial photos and old maps, draws maps showing lots, acreage, dimensions, roads, streams, rivers, lakes and landmarks such as schools, parks and churches;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of the principles, methods and techniques of drafting; considerable knowledge of and skill in the use of drafting instruments and lettering devices; good knowledge of geometry and trigonometry; skill in the preparation of maps, charts and statistical data; ability to plot plans by the use of deflection angles or tangent offsets; ability to compute and plot simple highway curves; ability to use and operate calculating machine and planimeter; ability to letter freehand.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from high school supplemented by courses in engineering technology or a related field and three (3) years of experience in topographical, structural or cartographic drafting; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENT:** May require possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions.