

Job Class Profile: Draughting Technician II**Pay Level: CG-27 Point Band: 534-577**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	3	3	4	3	3	3	1	2	
Points	187	50	19	19	90	65	62	21	21	534

JOB SUMMARY

The Draughting Technician II performs full working level drafting work in the preparation of engineering, architectural or related design plans.

Key and Periodic Activities

- Prepares AutoCAD drafting work of highway and bridge design plans. Interprets information from surveys and produces plans or drawings. Calculates geometrics; lays profile grades; calculates preliminary cost estimates; incorporates standard details into plan sets; calculates quantity estimates.
- Produces cross sections from survey data and determines quantities of different materials for estimate purposes or payment.
- Drafts plans and alterations to buildings along with architectural details.
- Drafts plans for cadastral purposes; field survey notes; calculates bearings and distances.
- Drafts maps, diagrams, illustrations, charts and materials for publications.
- Performs related work such as ordering materials for drafting, stocking items for survey crews, arranging light vehicles for engineering staff including rentals.
- Maintains inventory of items such as cell phones, portable radios, cameras, etc.
- Performs duties in concrete lab: curing and testing samples.
- Orders supplies for upcoming construction season.
- Arranges for survey and blueprint equipment repairs and servicing.

SKILL**Knowledge****General and Specific Knowledge:**

- Knowledge of AutoCAD and spreadsheet software.

Formal Education and/or Certification(s):

- Minimum: 2-year Diploma in Drafting Technology or related field.

Years of Experience:

- Minimum: 1-2 years

Competencies:

- Ability to interpret information from plans and drawings.
- Ability to utilize related computer software programs.

Interpersonal Skills

- A range of interpersonal skills include listening to receive instructions and obtain guidance, and asking questions to gain information for work processes and providing information to others.
- Communications occur with co-workers and employees, immediate supervisor and seasonal contact with government employees outside the department, sales representatives and professional associations.
- Most significant interactions are with co-workers/employees in the immediate work unit to share information and collaborate on work processes and solve problems; and immediate Supervisor for guidance and instructions and submit completed work.

EFFORT

Physical Effort

- Occasionally the demands of the job result in considerable fatigue, requiring periods of rest.
- Occasionally may require lifting objects ranging from 25-50 lbs.
- Requires fine finger precision work while using the computer mouse and keyboard and equipment requiring very controlled movement.
- Regularly sitting at a computer in an office environment and using a mouse and keyboard. Occasionally standing, walking and driving.

Concentration

- **Visual** concentration, **exact results and precision** and **eye/hand coordination** are required when operating machinery such as concrete testing laboratory equipment, blue print machines and plotters with rollers as well as when producing design plans and plotting cross sections using ACAD software.
- Tasks relating to operating lab equipment and blueprint machines are **repetitive** and require alertness and other **sensory demands** (hearing, smell) to machine problems, ammonia leaks.
- There are **time pressures** to produce plans for tender documents and emergency repairs. As well concrete testing must be completed within specified time frames.

Complexity

- Tasks are constantly repetitive/well defined or occasionally different but related but allow for the use of similar skills and knowledge.
- Typically, work is performed with defined and standard work processes, have obvious or limited solutions and/or can be addressed by following procedures or guidelines. A typical issue to solve is when quantities are to change due to an estimated cost reduction in the project. This has to be prepared and submitted prior to tender document finalization. There are also regularly challenges or problems that must be defined and practical solutions found as well as challenges with limited opportunity for standardized solutions. Occasionally there

is a requirement for creative problem definition and development of complex solutions.

- Specification and Engineering Field Manuals and specialized staff are available as references or resources.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks are moderately prescribed or controlled.
- Activities are carried out under some discretion within predetermined limits and procedures including drafting plans, maintaining office supplies, engineering equipment and vehicles. Maintaining inventory records and dealing with contractors, staff and general public as required.
- Regular assignments are performed with relative independence but decisions that may cause a delay in projects must be reviewed and approved by supervisor.

Impact

- Results are directly felt within the immediate work area and department, and by clients.
- Results directly impact equipment, material resources, health and safety. For example, upon completion of drawings, tender documents can be finalized; supplies and safety equipment for field staff must be available for crews; vehicles must be available and in good working order.
- Consequences of errors could be felt on equipment, processes and systems, finances, information, facilities, and health and safety. Errors are normally identified in immediate work area and/or Regional Engineering as work is reviewed in stages and corrected. Ensuring availability of vehicles and survey equipment through timely ordering, repairs. Also, errors in calculating quantities of supplied materials could lead to overpayment to contractors.

Development and Leadership of Others

- There is no supervision of staff.
- May occasionally direct and monitor work activities of engineering students assigned drafting tasks.

WORKING CONDITIONS

Environmental Working Conditions

- Required to follow safe operating procedures and wear appropriate safety clothing when in the concrete lab and when blueprinting.
- The likelihood of minor injury or illness and fractures is limited.
- Occasionally exposed to ammonia odours from blue print machine, sharp objects, travel, noise, hazardous chemicals and lack of privacy.