

NEW CASTLE COUNTY GOVERNMENT

Number 0642

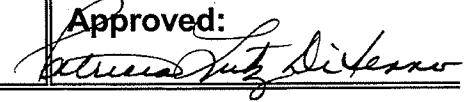
CLASS SPECIFICATION

Page 1 of 2

Date 05/01/01

Title: DRAFTING TECHNICIAN I

Approved:



GENERAL STATEMENT OF DUTIES: Performs skilled drafting and planning design work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs responsible sub-professional work requiring the preparation of detailed blueprints and drawings involved in the design and detail of sewer and drainage systems, or drafting or cartography in the planning or mapping field. Work is performed under general supervision from field notes or oral instructions of a supervising drafting technician or other designated supervisor and is checked upon completion for accuracy and feasibility from an engineering standpoint.

EXAMPLES OF WORK: (Illustrative only)

- Copies and letters existing maps, profiles and grades;
- Performs technical work in the preliminary and final design of drainage and sewer systems;
- Draws profiles and grades;
- Inks property maps and special projects;
- Plots field notes of survey parties or other sources and makes the necessary computations;
- Plots existing elevations from right-of-way lines and underground utilities and graded structures;
- Receives property deeds and compares with subdivision and zoning plans;
- Researches property deeds to determine the nature of land parcels, current ownership, chain of title, and other information relating to assessment mapping;
- Plots deeds and subdivision plans;
- Processes property transfers and split parcels for assessment mapping purposes;
- Checks State of Delaware highway road plans for proper sewer line location within the County;
- Prepares right-of-way maps from construction drawings;
- Prepares drawings of zoning change requests, recommendations and decisions;
- Prepares base maps for planning studies, showing existing conditions;
- Prepares major and minor subdivision plans and land development plans for inclusion on or adjustment to assessment roles;
- Performs detailed cartographic research to determine property line delineation, area and closure;

NEW CASTLE COUNTY GOVERNMENT

Number 0642

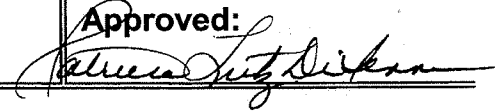
Page 2 of 2

CLASS SPECIFICATION

Date 05/01/01

Title: DRAFTING TECHNICIAN I

Approved:



- Delineates areas on plat plans and aerial photographs for staff and Planning Board use;
- Converts land use information from one scale to another and redraws maps to new scale;
- Reviews plans, deeds and other documents to ensure compliance with generally accepted cartographic requirements and statutory requirements;
- Keeps records and makes reports of work performed;
- Maintains property maps based on subdivision plans, ordinances and deeds;
- Maintains map files and keeps them up to date in accordance with prescribed procedures;
- Reviews sewer plans submitted by private developers for technical accuracy;
- Performs calculations in the preparation of detailing blueprints, other engineering plans and/or planning studies and related work;
- In the assessment mapping area, provides mapping assistance and information to the public, attorneys, government and private agencies;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of civil engineering principles and practices, particularly as they apply to drafting and design; some knowledge of the preparation of cartographic maps, survey closures and graphics in general; good knowledge of basic mathematics; skill in the use of drafting instruments in delineation and in free-hand lettering; ability to read and interpret aerial photography; ability to interpret engineering data and to read and plot field notes; ability to make accurate, neat and legible drawings; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least one year experience in drafting or engineering design and completion of a standard high school course or GED certificate program, preferably supplemented by college level courses in civil or architectural engineering, architecture or drafting; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

HISTORY OF REVISIONS:

Established: 07/01/73
Revised: 07/09/75
Revised: 07/01/87
Revised: 03/20/89
Revised: 03/01/94
Revised: 07/01/97
Revised: 05/01/01