



JOB DESCRIPTION

Computer Aided Drafting Technician

Date Prepared: December 2015

Class Code: 8140

SUMMARY: Under basic supervision, uses specialized Computer-Aided Drafting (CAD) software to create and edit technically accurate plans, drawings, technical documents, technical specifications, maps, and reports for the Gas and Electric Department.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Creates, edits, reviews, and revises technically accurate drawings and maps for utilities engineering projects and special assignments, using specialized Computer-Aided Drafting (AutoCAD) software and Geographic Information Systems (GIS).
- Creates special purpose maps and drawings as directed; manages inventory of special maps.
- Interprets field notes, legal descriptions, and engineering symbols, and creates working drawings; performs field survey work to verify location of utilities and adjacent infrastructure.
- Responsible for maintaining drawing database and overall organization of the drawings.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School Diploma or GED equivalent; AND two years of AutoCAD computer experience preferably in utility environment. Some basic electrical engineering knowledge is preferred. Previous experience with preparing single-line, AC and DC elementary and wiring diagrams preferred.

Knowledge of:

- City policies and procedures.
- Methods, techniques, and procedures for computer mapping and drafting using AutoCAD and GIS application software.

Skill in:

- Reading, understanding, and manipulating geographic information in a variety of data formats.
- Reading and understanding plans, specifications, schematics, and field notes.
- Ability to coordinate distribution of drawings to field crews, contractors, etc.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment and in internal and external environments throughout the city.