

DEFINITION

This is a preparatory level drafting work, which may include traditional board or computerized graphics drafting.

Employees of this class perform elementary work such as plotting, tracing, colouring, calculating and simple drafting which may become more technical and varies as the employee acquires experience. Work requires accuracy and close attention to detail and is supervised initially by a superior. Work is reviewed upon completion of accuracy and conformance to prescribed standards and established procedures.

TYPICAL DUTIES*

Colours plans and drawings with crayon, ink or paints.

Commands computerised plotter to colour print maps or plans.

Traces or scribes final copies from rough detailed plans and drawings using freehand, mechanical lettering or computer graphic techniques.

Draws a variety of utility service eight, sketches; prepares letter forms and labels; traces subdivisions from original maps, traces basic utility and plan information; colours prints of City maps and plans; maintains drafting files and inventories both manually and by computer.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Some knowledge of board and computerised drafting terminology, practices and techniques.

Knowledge of technical mathematics.

Ability to execute oral and written instructions.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Some skill in the manipulation of drafting instruments and/or computer graphics command language.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of Grade 12, including at least one drafting course.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0683		0684	
Last Updated:	1983-06			
Previous Updates:	1981-06, 1980-12			
Originated:	1973-06			